**Julie Andrews  
Party Planner**

123 Your Street, Your City, ST 12345, (123) 456-7890, email@maxresumes.comhorizontal line

4th September 20XX

Dear [Hiring Manager],

I am writing to apply for the role of Party Planner at [Company Name]. With my strong organizational and interpersonal skills and my knack for creative problem solving, I am confident that I can help your business achieve its goals.

I have been passionate about party planning for several years and I have been involved in planning numerous events during that time. My most recent job was as an event coordinator at [Company Name], where I managed the planning and execution of a variety of private and corporate events. During this time, I developed an in- depth knowledge of event planning processes and procedures, and I am adept at juggling multiple tasks at once. In addition, I have strong interpersonal skills and I am comfortable dealing with clients and vendors.

I am committed to providing exceptional service and ensuring a safe, positive experience for all event attendees. I have a keen eye for details and I am passionate about creating a fun, memorable experience for my clients. I am also highly organized and I have a knack for problem solving.

I am confident that I can make a positive contribution to [Company Name] and I look forward to meeting with you to discuss this position further. Thank you for your time and consideration.

Thank you for your time and consideration.

Sincerely,

**Your Name**

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