

# Your Name

City, State Abbreviation | email@example.com |  
(123) 456-7890 | LinkedIn URL

Dear Mr./Ms./Mx. Last Name / Hiring Manager / Company Name Hiring Team,

I recently discovered the event planning assistant opportunity on the Enchanting Engagements website and was eager to apply. [Referral Name] praised your team's talent for making memorable experiences. My event planning skills and creativity would contribute to the successful execution of your fun, fairytale events.

As a fine arts major, I didn't expect my creative ability to extend into the event planning space. I was voted into a leadership role by my art club peers and discovered I actually enjoy and even excel at event organizing. During my freshman year, I found myself at the helm of planning a charity art show. Each quarter since then, I've led our club to put on a variety of events:

- Curated and organized five thematic exhibitions each year, drawing an average attendance of over 300 visitors
- Coordinated at least 10 interactive workshops per semester to engage students in hands-on art techniques and concepts
- Orchestrated annual auctions that each raised more than \$5,000 for local art-based community projects

Taking the lead as the event planner in my art club has helped me see the big picture while managing the smallest key details. I use my creativity to find solutions, work collaboratively, and negotiate with vendors while staying within budget. My creative vision and planning experience would fully support your company's unforgettable enchanted events.

I look forward to the possibility of bringing my background in art and event planning to Enchanting Engagements. I would appreciate sharing more about my abilities in an interview at your convenience. Thank you for considering my application.

Sincerely,

Your Name