

Ms. Meiling Li
JLD Events Management
123 Your Street,
Houston, TX 12345
(123) 456-7890
example@youremail.com

Dear Ms. Li:

In my current role as Event Planner for ABC Conference Planning, I've organized business events that set new records for both in-person and digital attendance. I'd be thrilled to apply my skill set to your advertised Event Coordinator position.

Your job posting caught my attention, especially the call for someone who "can innovate and adapt to fast-changing industry conditions." This has been a common thread of my 12-plus years of experience, which includes the following highlights:

- Appointed to a special committee tasked with navigating industry changes and pursuing new growth opportunities. Helped guide the business through significant disruption in early 2020 caused by the Covid-19 pandemic
- Worked closely with clients to understand their needs and concerns, setting a clear purpose for each occasion. Expertly managed various event details such as venue, lodging, expenses, and food and beverage services
- Set strategies for more efficient and flexible planning of up to 20 wedding ceremonies and receptions annually at an upscale venue

Please see the enclosed resume for more details on my event planning experience. In particular, I'd refer you to my achievements under ABC Conference Planning, LLC, which match well with the initiatives you cited in your job posting.

I look forward to hearing from you and learning more about this job opportunity soon.

Sincerely,

Jessica Lang