**![MC900196202[1]]()George Taylor**

[Street Address] New York, NY 55900, H: 555-555-5555, yourname@vmail.com

**Today’s date**

Ms. Susan Thompson

HR Manager

ABC Company

66 Outbar Bv., Newcity, FL 55555

Dear Susan Thompson,

I am excited to hear that your company is looking for an event planner for its northwest region, and am attaching my resume for your examination.

As you can note, I have been working as a senior event planner for the past 12 years and take pride in executing highly successful special events for promoting the company’s goals, achieving publicity for our products, and strengthening employee loyalty to the firm through appreciation events and annual employee family events.

Highlights of my job contributions include planning, designing, and executing conferences, promotional shows open to the trade, exhibitions, and road shows.

I enjoy using my creativity to ensure that each event is distinctive from its predecessors and exceeds expectations of management and employees while remaining within budget.

I supervise all details, from food and beverage choices to accommodations, transportation, facility selection, negotiations for special souvenirs, and entertainment selection. When necessary I locate sponsors for events, and many leads that were generated from these special events subsequently resulted in the achievement of our company’s business goals.

I would be most interested in meeting with any English, Spanish, or Russian speaking member of your staff for a personal interview.

Please be in touch at my above contact information.

Thank you,

George Taylor