**COVER LETTER FOR JOB APPLICATION**

Dear **[Mr./Ms./Mrs.] [Hiring Manager’s Name],**

I saw your recent job posting for a wedding planner on CareerBuilder.com, and knew I had to throw my hat into the ring. As an experienced event planner with over 5 years of experience, most of it as a wedding planner, I believe I have the right background to successfully contribute to your company.

I have so far planned dream weddings for 84 couples, and I’m delighted to say that 80 of them rated my performance as 5 stars. I hope that this indicates to you the positive contribution I could make to your company. Furthermore, I was tasked with selecting and organizing contractors for the couple’s weddings. In 47% of cases I came in below their budget, all while providing unforgettable experiences that lived up to their expectations.

At this point, I have accomplished the following over the course of my career:

* Arranged participant accommodation and transportation for up to 1200 people
* Negotiated discounts (average: 6%) with favored suppliers and site providers
* Analyzed post-event invoices and identified over $2500 of unnecessary charges
* I’m also adept with planning software, such as All Seated and Dean Evans EMS. As an indicator of my ability to create fantastic and memorable experiences, in 20XX, a function I organized, “Recognizing Our Heroes: Veterans’ Needs in Focus,” was awarded Best Cause Event at the Beltway Event Awards.

I hope that I’ve given you some clear insight into my background, skills, and abilities. Thank you for taking the time to consider my application—I look forward to hearing from you. I can be reached on 302.607.047 or at fhlloyd@icloud.com.

Sincerely,

**[Your Name]**