**Robert Smith**

**Director of Events**

[Today’s Date]

[341 Company Address]  
[Company City, State xxxxx]  
[(xxx) xxx-xxxx]  
[hiring.manager@gmail.com]

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

This is with reference to your job posting of Director of Eventsin your esteemed organization. I hold a Masters’ Degree in Event Planning and Management and working in this field for the past 6 years.

While working in this field, I have planned a lot of events and contributed to its success. Right from the stage of ideation to its flawless execution. I have learned a lot in my role as an event planner. The skills that I have learned over the years and experience gained shall help me do an excellent job for my clients. I request you to give me a chance to plan fabulous events for the clients.

Besides carrying out my basic responsibilities, I am also taking care of the following activities in my present job.

* Leading event related promotional and marketing activities.
* Supervising of staff like caterers, music, event coordinators, and more.
* Approving various event related activities to make the event more impressive and successful.
* Ensuring smooth and flawless execution of the event.
* Resolving any problems or issues coming up in event implementation.
* Analysing of the success and issues in the event and prepare reports.
* Improving cost-efficiency.

Please find attached my resume.

Looking forward to hearing from you soon.

Sincerely,

[Your Name]

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