Jackie Harvey

Rossville, GA 30741  30741, Rossville, GA

555-555-5555 - example@example.com

April 19, 2022

Tiffany Bush, CEO

AZ Event Professionals, LLC

7271 Old Roehampton Street  
Warner Robins, GA 31088

Dear Hiring Manager,

As an ambitious professional with communication proficiency and extensive Wedding Planner experience, I was thrilled to learn about the Lead Wedding Planner opening. I was compelled to contact you with my interest as it would a career highlight to be considered for such an opportunity with AZ Event Professionals, LLC. I believe that my professional background and industrialist drive make me an ideal candidate to fill this position.

I thrive in high-pressure and fast-paced situations, striving for positive results by applying my vendor contracts knowledge and event timelines preparation abilities. Further, I possess expertise in Planning Pod software and an understanding of maximizing performance and inspiring colleagues.  
  
Furthermore, I have recommended workflow and budget improvements, resulting in almost 30% savings per event.  
  
I can also visualize success and identify unconventional yet highly effective strategies for achieving it. I have skillfully balanced organizational objectives and productive relationships, strategizing and recommending ways to achieve and maintain a competitive business edge. My customer service and problem-solving talents have supported my professional growth.

Enclosed, please find my resume and portfolio for your review. I will look forward to contacting you within the week so we can discuss the next step in your hiring process. In closing, thank you for your time and consideration of my candidacy.

Best regards,  
Jackie Harvey