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From
Larry Troy
Event Manager

To
Brittaney Ho
Enchanted Occasions Agency

Dear Ms. Ho,

I am writing to express my interest in the Event Manager position at Enchanted Occasions Agency. With over 5 years of experience in event planning and management, I am confident that I possess the necessary skills and qualifications to excel in this role.

Throughout my career, I have successfully organized and executed numerous events, ranging from corporate conferences to weddings and private parties. My attention to detail, organizational skills, and ability to handle multiple tasks simultaneously have allowed me to deliver exceptional results within tight deadlines.

In my previous role, I was responsible for managing a team of event planners and ensuring the smooth execution of events with budgets ranging from 50,000 to 200,000.

One of my biggest achievements was planning and executing a charity gala for 500 guests, which raised over 100,000 for a local non-profit organization. I was responsible for coordinating with vendors, managing the budget, and overseeing all aspects of the event. The success of this event was featured in several local publications and helped raise awareness for the cause.

I believe my best qualities include my strong leadership skills, creativity, and ability to think on my feet. I am always looking for new ways to make events unique and memorable for clients while staying within budget constraints. Moreover, my excellent communication skills allow me to build strong relationships with clients and vendors alike.

I am confident that I can contribute to your team's success through my experience, skills, and passion for event planning. I am excited about the opportunity to bring my expertise to your agency and help create unforgettable experiences for your clients.

Thank you for considering my application. I look forward to the opportunity to discuss how I can contribute to Enchanted Occasions Agency further.

Sincerely,

Larry Troy