

# OLIVIA NGUYEN

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Dear Hiring Manager,

I am writing to express my interest in the Event Coordinator position at XYZ Events Company. With a Bachelor of Arts degree in Hospitality Management and one year of experience as an Event Intern, I am eager to bring my passion for event planning and strong collaborative spirit to your esteemed team.

During my internship, I honed my skills in event planning and logistics coordination while working closely with clients to ensure their visions were realized. My attention to detail and creative thinking allowed me to contribute innovative ideas that enhanced the overall experience for participants. I pride myself on being a team player who fosters positive relationships with colleagues and clients alike, ensuring seamless communication throughout each project.

I am particularly drawn to XYZ Events Company's commitment to excellence and creativity. Your mission resonates with me, as I believe that every event should not only meet but exceed client expectations through meticulous planning and execution. My organizational skills enable me to manage multiple tasks efficiently while maintaining focus on delivering exceptional results under pressure.

I am excited about the opportunity to collaborate with your talented team at XYZ Events Company, where I can further develop my skills while contributing positively towards creating memorable experiences for clients across various industries.

Thank you for considering my application. I look forward to the possibility of discussing how my background aligns with the goals of your company.

Sincerely,  
Olivia Nguyen