

Jordan Miller

January 16, 2026

Acme Corporation

RE: Career Change Catering Manager

Dear Hiring Manager,

I am excited to apply for the Career Change Catering Manager position at Acme Corporation, as advertised on your careers page. With a deep passion for culinary arts and extensive experience in project management, I am eager to bring my skills to your esteemed team and contribute to creating memorable dining experiences for your clients.

In my previous role as an Event Coordinator, I successfully managed over 50 events annually, consistently exceeding client expectations by delivering exceptional service and attention to detail. One of my proudest achievements was leading a team to coordinate a corporate gala for 500 guests, where I not only oversaw the logistics but also collaborated with local caterers to craft a menu that highlighted regional flavors. This event garnered positive reviews and elevated the company's profile within the industry, demonstrating my ability to create seamless, high-impact experiences.

Additionally, during my tenure at a community center, I developed and implemented a catering program that provided healthy meal options for local events and workshops. By forging partnerships with local farms and suppliers, I was able to reduce costs by 20% while improving the quality of our offerings. This initiative not only promoted sustainability but also fostered a sense of community engagement, which I believe aligns perfectly with Acme Corporation's commitment to service excellence and innovation in catering.

I am enthusiastic about the opportunity to discuss how my background in event management and passion for catering can contribute to the ongoing success of Acme Corporation. Thank you for considering my application; I look forward to the possibility of discussing my fit for the Career Change Catering Manager role in further detail.

Sincerely,

Jordan Miller