

# Jordan Taylor

January 16, 2026

Acme Corporation

RE: Catering Manager

Dear Hiring Manager,

I am excited to submit my application for the Catering Manager position at Acme Corporation, as advertised on your careers page. With over six years of experience in the catering and events industry, I have honed my skills in team leadership, client relations, and operational excellence, and I am eager to bring my expertise to your esteemed company.

In my previous role as a Catering Coordinator at Gourmet Events, I successfully managed a diverse range of events, from intimate gatherings to large corporate functions, serving over 1,000 guests. I implemented a new inventory management system that reduced food waste by 30% and decreased costs by 15%, allowing us to enhance our menu offerings while staying within budget. Additionally, I led a team in designing and executing a marquee event for a high-profile client, which received accolades from both the client and attendees, resulting in a 20% increase in repeat business.

Furthermore, I have a proven track record of building strong relationships with vendors and clients alike. By negotiating contracts with local suppliers, I ensured the freshest ingredients while maintaining a 10% margin increase on our catering packages. My commitment to quality and customer satisfaction has consistently resulted in positive feedback, contributing to an overall improvement in client retention rates.

I am eager to further discuss how my background and skills align with the needs of Acme Corporation. Thank you for considering my application; I look forward to the opportunity to contribute to your team and help elevate your catering services.

Sincerely,

Jordan Taylor