

Sophia Martinez

January 16, 2026

Acme Corporation

RE: Entry Level Catering Manager

Dear Hiring Manager,

I am writing to express my enthusiasm for the Entry Level Catering Manager position at Acme Corporation, as advertised on your company careers page. With a strong passion for event planning and a keen interest in the catering industry, I am excited about the opportunity to contribute to your team and help create memorable experiences for clients.

During my time as an assistant event coordinator at a local catering company, I successfully managed a variety of events, from intimate weddings to corporate galas, where I assisted in coordinating all aspects of service delivery. One of my key achievements was leading a team that catered a high-profile corporate event for over 200 guests, where we received outstanding feedback for our attention to detail and exceptional service. Additionally, I implemented a new inventory tracking system that reduced food waste by 15%, helping to improve our profitability while ensuring the highest standards of quality.

I am particularly drawn to Acme Corporation's commitment to sustainability and innovative catering solutions, which aligns with my values and professional aspirations. I believe that my proactive approach and strong organizational skills would allow me to excel in managing catering operations and contributing to your company's success. I am eager to bring my background in event planning and my dedication to customer satisfaction to your esteemed organization.

I would love the opportunity to discuss how my skills and experiences align with the needs of your team. Thank you for considering my application; I look forward to the possibility of contributing to Acme Corporation.

Sincerely,

Sophia Martinez