

Jordan Taylor

January 16, 2026

Acme Corporation

RE: Freelance To Full Time Catering Manager

Dear Hiring Manager,

I am excited to apply for the Freelance To Full Time Catering Manager position at Acme Corporation, which I discovered on your careers page. With a solid background in catering and event management, I am eager to bring my expertise to your team and contribute to Acme's reputation for excellence in catering services.

Over the past five years, I have successfully managed numerous large-scale catering events, including a high-profile corporate gala for a Fortune 500 company, where I coordinated logistics for over 500 guests. My meticulous attention to detail ensured that the event not only met but exceeded client expectations, resulting in a 30% increase in repeat business for my freelance catering services. Additionally, I implemented a streamlined inventory management system that reduced food waste by 15%, saving my clients both time and money while enhancing sustainability practices.

I am particularly drawn to this position at Acme Corporation because of your commitment to innovative catering solutions and community engagement. I am excited about the opportunity to bring my skills in menu development, vendor negotiation, and team leadership to your organization. I am confident that my proactive approach and proven track record of managing successful catering operations will make a positive impact on your team.

I look forward to the possibility of discussing how my experience and vision align with the goals of Acme Corporation. Thank you for considering my application. I hope to speak with you soon to explore this opportunity further.

Sincerely,

Jordan Taylor