

Jordan M. Thompson

January 16, 2026

Acme Corporation

RE: Internship Catering Manager

Dear Hiring Manager,

I am excited to apply for the Internship Catering Manager position at Acme Corporation, as advertised on your careers page. With a passion for culinary arts and event management, I am eager to contribute my skills to your esteemed team and help create memorable experiences for your clients.

During my time as a volunteer coordinator for the University Culinary Club, I successfully organized a charity gala that served over 200 guests. I managed everything from menu planning to vendor negotiations, and the event raised 150% of our initial fundraising goal. Furthermore, I completed a summer internship at The Gourmet Kitchen, where I assisted the catering manager in refining our service processes. My efforts led to a 20% increase in customer satisfaction scores, thanks to improved communication with our clients and more streamlined service delivery.

I am particularly drawn to this internship at Acme Corporation because of your commitment to sustainability and innovation in catering. I believe my background in sustainable food practices, gained through coursework and hands-on experience, aligns perfectly with your values. I am eager to bring my unique perspective to your team and learn from industry leaders.

I would love the opportunity to discuss how my experiences and enthusiasm for catering can contribute to the success of Acme Corporation. Thank you for considering my application. I look forward to the possibility of contributing to your team and am excited to share my ideas further.

Sincerely,

Jordan M. Thompson