

# Sophia Martinez

January 16, 2026

Acme Corporation

RE: Promotion Catering Manager

Dear Hiring Manager,

I am excited to apply for the Promotion Catering Manager position at Acme Corporation, as advertised on LinkedIn. With over six years of experience in catering management and a strong passion for delivering exceptional culinary experiences, I am eager to contribute to your team and help elevate Acme's event offerings.

In my previous role as a Catering Manager at Gourmet Events, I successfully led a team that executed over 150 high-profile events per year, consistently achieving a customer satisfaction rating of 95%. One notable achievement was the management of a multi-day corporate retreat for a Fortune 500 client, where I coordinated the catering for over 500 attendees. By collaborating closely with chefs and vendors, I ensured that all dietary preferences were met, resulting in rave reviews and repeat business from the client.

Additionally, I implemented a new promotional strategy that increased our catering sales by 30% within one year. By leveraging social media and targeted email campaigns, I attracted a broader audience and highlighted our unique offerings, including themed events and seasonal menus. My proactive approach not only boosted revenue but also fostered strong relationships with clients, enhancing their overall experience with our services.

I am looking forward to the opportunity to discuss how my experience and vision align with the goals of Acme Corporation. Thank you for considering my application for the Promotion Catering Manager position. I hope to bring my expertise in catering management to your esteemed company and contribute to its continued success.

Sincerely,

Sophia Martinez