

# Jordan Smith

January 16, 2026

Acme Corporation

RE: Relocation Catering Manager

Dear Hiring Manager,

I am writing to express my enthusiasm for the Relocation Catering Manager position at Acme Corporation, as advertised on your careers page. With over six years of experience in managing large-scale catering operations and a passion for delivering exceptional culinary experiences, I am excited about the opportunity to contribute to your team and help elevate your catering services during relocations.

In my previous role as Catering Operations Manager at Global Events, I successfully led a team that executed over 150 high-profile corporate events annually, achieving a client satisfaction rate of 95%. One of my key accomplishments was orchestrating a seamless relocation catering service for a major client moving their headquarters, where I managed the logistics of providing daily meals for over 500 employees during the entire transition period. This involved coordinating with multiple vendors, creating tailored menus to accommodate diverse dietary needs, and ensuring timely delivery, all while keeping the operation within budget. This experience honed my ability to manage complex projects under pressure and reinforced my commitment to excellence in customer service.

Additionally, I spearheaded an initiative that streamlined our inventory management process, reducing food waste by 30% in just six months. By implementing a data-driven approach to forecast demand and adjusting our catering offerings accordingly, I not only improved our efficiency but also significantly enhanced our sustainability efforts. I believe that my proactive approach and innovative problem-solving skills align well with Acme Corporation's dedication to quality and sustainability in catering services.

I am eager to bring my expertise in relocation catering to Acme Corporation and would welcome the opportunity to discuss how I can contribute to your team's success. Thank you for considering my application. I look forward to the possibility of discussing this exciting opportunity further.

Sincerely,

Jordan Smith