

[Full Name]

[Phone Number] | [Email Address] | [LinkedIn Profile]
[City, State, Zip Code]

[Date]

[Hiring Manager Name]
[Company Name]
[Company Address]
[City, State, Zip Code]

Dear [Hiring Manager Name],

Re: Catering and Event Manager Application

I am writing to express my enthusiastic interest in the Catering and Event Manager position at [Company Name]. With over [Number] years of experience in high-volume hospitality management, menu development, and seamless event execution, I am confident in my ability to elevate the guest experience and drive revenue for your team.

In my previous role at [Previous Company], I successfully managed a diverse portfolio of events ranging from [Type of Events, e.g., corporate galas to intimate weddings]. I was responsible for overseeing the entire event lifecycle, including initial client consultation, budget management, vendor coordination, and on-site logistics. One of my key achievements included [mention a specific achievement, e.g., increasing catering sales by 20% or maintaining a 98% client satisfaction rating].

I pride myself on my meticulous attention to detail and my ability to remain calm and decisive in fast-paced environments. My expertise includes food and beverage pairing, staff training, and rigorous adherence to health and safety standards. I am eager to bring my passion for exceptional service and my strategic approach to event planning to [Company Name].

Thank you for your time and consideration. I look forward to the possibility of discussing how my background in premium hospitality can contribute to the continued success of your events department.

Sincerely,

[Full Name]