

# Application for Catering Coordinator Position

John Doe  
123 Main Street  
City, State, Zip Code  
Email: johndoe@example.com  
Phone: (123) 456-7890  
Date: October 10, 2023

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

Dear Hiring Manager,

I am writing to express my interest in the Catering Coordinator position listed on your company's website. With my extensive experience in event planning and catering services, I believe I would be a valuable addition to your team.

I have over five years of experience in coordinating catering services for events ranging from corporate meetings to weddings. My strong organizational skills and attention to detail ensure that every event runs smoothly and meets the needs of all clients. I am proficient in managing budgets, selecting vendors, and overseeing the entire catering process from planning to execution.

I am particularly drawn to this role at [Company Name] because of your commitment to providing high-quality catering services and creating memorable experiences for clients. I am excited about the opportunity to contribute my skills and passion for catering to your respected company.

Thank you for considering my application. I look forward to the opportunity to discuss how I can contribute to your team as a Catering Coordinator. Please feel free to contact me at (123) 456-7890 or via email at johndoe@example.com to arrange a meeting.

Sincerely,  
John Doe