

BEN FINCH

10008 Somewhere Avenue • Somewhere, CA 91854 • (555) 555-5555

<Date>

<Company Name>

<Address>

<Address>

<City, State Zip Code>

Dear <Title> <Name>:

It is with great anticipation that I present my resume to you for the position of **Catering Manager**, with <Company Name>. In addition to acquiring diplomas in French Cuisine & Pastry (from Les Roches, Switzerland) and Swiss Hotel Management (from Le Cordon Bleu Culinary Institute), I also possess certificates in Advanced International Food Production, Western Bread & Cake Baking, and Chinese Cuisine & Dim Sum. As a meticulous and dependable culinary professional with more than 15 years of related experience, I am confident in my ability to become a valuable member of your team.

The enclosed resume will showcase my career achievements and emphasize my related talents in the hospitality industry. You will note that I have held a number of positions within the food industry including Catering Manager, Restaurant Manager, and Pastry Chef, as well as related positions such as Hotel Manager and Assistant Sales Manager. As a result, I possess thorough, in-depth knowledge of building and leading a diverse group of individuals, as well as cultivating and sustaining client relationships.

My greatest strengths include the planning, coordination, supervision, and successful execution of major dining and catering events. Additionally, I am proficient at keeping records of payment and expenses, assisting in business promotion and sales, conducting regular inspections of food and operations, and managing human resources. Furthermore, I am adept at consulting with clients to meet and accommodate their unique needs.

Being a detail-oriented and highly adaptable individual, I welcome the opportunity to meet with you to discuss how my extensive experience and skills would benefit your company.

Thank you for your time and consideration.

Sincerely,

Ben Finch

Enclosure