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# Example of Artist Manager Cover Letter

40645 Sean Flats  
South Karon, CA 74304-6744

**Dear Sawyer Smitham,**

I would like to submit my application for the artist manager opening. Please accept this letter and the attached resume.

In the previous role, I was responsible for input on animation workflows to create efficiency in the postproduction.

I reviewed the requirements of the job opening and I believe my candidacy is an excellent fit for this position. Some of the key requirements that I have extensive experience with include:

* Proficiency and working knowledge of MS Office (Word, Excel, PowerPoint and Outlook)
* Able to remain flexible, calm, and collected while shifting priorities quickly in response to changing circumstances
* Problem-solve effectively through difficult and last-minute situations
* Experience in managing, coaching, developing and mentoring a large number (70+) of direct reports
* Knowledge and experience in managing the annual compensation review process, employee contract renewals, salary negotiations, promotions and resource planning are preferred
* Music passionate, connoisseur and lover, with deep knowledge of the Spanish music scene, with a willingness to attend industry events and shows
* Experience in quantitative research, including survey set-up and design, sampling techniques, data analysis (cross tab analysis), report writing
* Proven experience moderating focus groups, conducting field interviews and workshops

**Thank you for your time and consideration.**

Sincerely,

Royal Leffler