

Capacity Manager Cover Letter

365 Gertrud OrchardDirkfort, WI 25385

Dear Sam Ondricka,

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

Previously, I was responsible for leadership in introducing productivity tools for project management demand, capacity, resource allocation, tracking and performance reporting.

My experience is an excellent fit for the list of requirements in this job:

- Execution of Capacity Management process tasks in adherence with global and local requirements
- Coordination and management of Capacity Management process activities across the global factory and with external suppliers to agreed global and local SLAs
- Escalation of risks and issues to the Capacity Management Regional Process Owner
- Supporting Capacity Management reporting (KPIs and customer SLAs)
- Assists the Capacity Management Global and Regional Process Owners in driving Service management best-practice and ITIL process standardization
- Assist the Capacity Management Global and Regional Process Owners in ensuring consistent end-to-end application of the Capacity Management process across their account(s)
- Assists the Capacity Management Global and Regional Process Owner in identifying and planning for Capacity Management process improvement projects
- Drives implementation of standard execution of the Capacity Management process

Thank you in advance for taking the time to read my cover letter and to review my resume.

