

Junior Planner Cover Letter

9578 Howard Motorway West Flossiemouth, SC 64520

Dear Shae Gleichner,

In response to your job posting for junior planner, I am including this letter and my resume for your review.

In my previous role, I was responsible for assistance in developing planning concepts, site master planning, landscape architecture, and establishing traffic and infrastructure systems;.

Please consider my experience and qualifications for this position:

- Ramps & Ramp Junctions
- Sidra (for analysis of un-signalized junctions)
- Synchro (for analysis of signalized junctions and networks)
- Trip and Parking Generation using locally and internationally developed rates
- Local Authority
- Experience with traffic engineering software (Synchro, Rodel / Sidra, and/or HCS) is preferred
- Working knowledge of MS Office and MS Outlook
- Responsibilities to ensure all purchase orders are acknowledged by vendor with correct pricing and confirm the delivery date

Thank you in advance for reviewing my candidacy for this position.

Sincerely,

Morgan Will