

# Studio Manager Cover Letter

824 Charles RadialSouth Erikfurt, UT 44307-5617

**Dear Azariah Kihn,**

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

Previously, I was responsible for industry expertise and can build a plan that differentiates and elevates the shopping experience for customers.

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

- Utilize excellent organizational and communication skills with internal and external stakeholders
- The Manager should have a great understanding of how to both achieve and develop project briefs to achieve client's needs - and successful design presentations in coordination with oversight of National Design Director
- Compiling schedules and data spreadsheets for senior management meetings, yearly reviews, etc...
- Compile and integrate national creative schedules of satellite creative offices within our network (Atlanta, San Francisco and Las Vegas)
- Compile and manage daily milestone map for all RFP projects and distribute to team
- Distribute updates of studio schedules on a regular basis to key internal stakeholders and senior management
- Project quality control and assessment
- Daily schedules and all data reports

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

Sincerely,

Drew Ritchie