

# Studio Manager Cover Letter

8831 Johnston Plaza New Jeanville, MN 06467-0688

**Dear Haven Wilkinson,**

Please consider me for the studio manager opportunity. I am including my resume that lists my qualifications and experience.

Previously, I was responsible for leadership surrounding the support of affiliated businesses and is responsible for the strong fiscal management of the office profit and loss.

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:

- Allocate studio space to maximise efficiency
- Accurately record the planning and allocation of resources in the studio
- Communicate regularly with the Macclesfield and London Studio managers to maximise the efficient use of in-house resources across all sites
- Work with the Creative and Strategy team and wider agency teams to deliver excellent service to all colleagues by managing the workflow of the Creative and Strategy team and overseeing the delivery of creative projects and assets
- Ensure the Creative and Strategy team works efficiently within the agreed process
- Ensure colleagues understand and adhere to the process
- Assist in decision making on processes and implement improvements to the existing traffic system
- Work closely with the Creative Director, Head of Strategy and Head of Design to develop the best creative ideas and executions our clients

**I really appreciate you taking the time to review my application for the position of studio manager.**

Sincerely,