

Trade Compliance Manager Cover Letter

5908 Schulist TrackLake Rickiport, VA 65675

Dear Denver Graham,

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

In my previous role, I was responsible for guidance to Trade Compliance global team members in their day-to-day compliance matters, including customer and transaction screening, ECCN/dual use classification, end-use/user restrictions, sanctions, export license determinations, and license applications;

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:

- Supervises, mentors and assists Trade Specialists in day to day export / import activities
- May mentor other functional managers in day to day export/import activities
- Coordinates with various internal functions in obtaining the necessary U.S. Government export / import licenses, agreements, permits, certifications and technology release determinations
- Develops and implements business processes, procedures and tools to ensure compliance with U.S. Government export / import regulations and Company policies
- Reviews and approves the export / import of goods and provides support in the movement of goods
- Analyzes reports and metrics pertaining to various elements of the export / import process, and reports out on trends, areas of concern and improvement opportunities
- Manages and maintains export / import files and records in accordance with U.S. Government export / import regulations and Company policies
- Identifies training needs and develops and provides training pertaining to export / import requirements

Sincerely,

Drew Langworth