

# Traffic Manager Cover Letter

51823 Francisco Highway North Joshua, VA 71328

**Dear Emerson Carter,**

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

Previously, I was responsible for technical leadership for the project planning studies, traffic designs and specification and traffic analysis or modeling.

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:

- Sourcing artwork assets, liaising with brands for suitable specifications and files for designers to use on projects
- POs - follow internal process for sign-off and communicate with the supplier
- Support and manage the Chennai Production teams and ensure they are on track with all deliverables
- Own the forecasting for the Production capacity planner for all activity and campaigns
- Educate and support all stakeholders on the briefing process to ensure complete transparency and understanding regarding SLAs and the end to end process
- Assist in training stakeholders on the digital briefing tool and JIRA
- Project manage all campaigns with key stakeholders by communicating timelines, creating critical paths and status reporting
- Represent and attend all activity status and check-point meetings

**Thank you for taking your time to review my application.**

Sincerely,

Blake Effertz