To Whom It May Concern:

I would like to express my interest in applying for the Regional, Traffic Signal Manager’s position. My experience aligns with the qualifications you are seeking at the Department of Public Works, in particular my role as the current Supervisor of Traffic Signal Maintenance with the department. I am certain that my transition into this role would make a valuable addition to this department.

With more than 9 years’ experience in my current position, I am confident in my ability to work effectively in this new role and become a key member of this department. My experience with managing timeliness and day-to-day activities has been influential in successfully resolving traffic signal issues and challenges that the department faces. I am a driven and focused individual who knows how to set goals and achieve them, utilizing my abilities to the maximum, while working as part of the organization.

In my current supervisory role, I am also proud to say that I have made numerous contributions to positively impact the department’s performance and operation; and was instrumental with bringing video detection here to the territory as a pilot project. My goal is to eventually transition all traffic signal system to video detection, which allows for more efficient traffic management. In view of all of the above, I would be grateful if you would consider me for this essential position. My resume is enclosed for your review and consideration. References are available upon request.

Thank you for your time and I look forward to hearing from you, with a favorable response.