**Yijun Ma**

123 E 90th St, Apt 3A

New York, NY 10128

(919) 360-9556

mayijun1203@gmail.com

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Dear Hiring Manager,

I am writing to express my strong interest in the Senior Transportation Project Manager position at the Transportation Division of NYC Department of City Planning (DCP). I am currently working as the data analytics team leader in the same division at DCP and also as an embedded transportation planner in the Bronx Office. I joined DCP in 2015 directly after graduation from the Master’s Program in City and Regional Planning at the University of North Carolina at Chapel Hill. I enjoyed working in the division and agency filled with brilliant planners and would like to further my career to take on more responsibility. I am confident that my qualifications merit your consideration.

When I started the current job at DCP, I only knew some basic data analytics skills, but through self-teaching and endless practice during my spare time, I have become the data analytics team leader in the division and now lead a team of three working on data analytics and modeling tasks. I have developed the transit accessibility models and utilized the cloud computers to calculate transit accessibility indices for various locations in the NYC region, which have been useful in agency’s planning work on identifying job growth opportunity areas. I also led the division’s efforts on analyzing large and complicated datasets such as the TLC taxi and for-hire vehicle data, Citi Bike ridership data, MTA subway turnstile data, etc. As a data analytics team leader, I have developed a data analytics toolkit to support the division’s data analysis tasks and brought two new team members onboard.

Besides the role of data analytics team leader in the Transportation Division, I am also working as an embedded transportation planner in the Bronx Office. I have worked closely with the borough planners on large neighborhood studies, as well as public and private land use applications in the Bronx. In the neighborhood studies such as Southern Boulevard and Bronx Metro North, I have identified transportation issues and opportunities through frequent site visits, conducted traffic analyses for existing conditions, created neighborhoods’ transportation profiles, and participated in the community outreaches and interagency collaborations. For land use applications, I have joined site visits, flagged transportation related issues, participated in urban design charrettes, reviewed relevant transportation documents, conducted Auto Turn analyses, etc. Aside from the Bronx projects, I have also contributed to the major neighborhood studies and application reviews in the other boroughs.

I have enclosed my resume for your review. I believe that my skills, experience and passion for transportation planning make me a strong candidate for this position. Becoming a Senior Transportation Project Manager at DCP will be a tremendous opportunity and honor. I look forward to speaking with you soon. Thank you in advance for your time and consideration.

Sincerely,

Yijun Ma