

# Personnel Manager Cover Letter

6125 Kuphal Road  
Jacobsville, IN 88207

**Dear Stevie Ritchie,**

I am excited to be applying for the position of personnel manager. Please accept this letter and the attached resume as my interest in this position.

Previously, I was responsible for training, facilitates teams and assists in developing performance measures, data collection methods, data analysis and the selection of improvement strategies for patient safety.

My experience is an excellent fit for the list of requirements in this job:

- Knowledgeable in the IRB requirements FDA regulations for human subject safety
- Supervisory experience or demonstrated experience in training others, particularly in the field of research
- Experience working with sensitive populations, preferably with oncology patients
- In depth critical thinking skills to evaluate issues and identify a potential solution
- Completion of an educational program in clinical trial management which offers a certification
- Experience in developing SOPs and program evaluations
- Prior Navy experience is preferred
- Thorough knowledge of Navy Manpower, Personnel and Training requirements

**Thank you for considering me to become a member of your team.**

Sincerely,

Brooklyn Bartell