

Personnel Manager Cover Letter

7389 Silvia BurgsArmstrongshire, WY 95144-0609

Dear Rory Sanford,

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

In my previous role, I was responsible for leadership and assists the Assistant Dean with strategic planning and engages in a broad range of research and reporting activities, including responsibility for routine and data collection, data analysis, and data reporting for both internal and external audiences.

Please consider my experience and qualifications for this position:

- Familiarity of Crew Scheduling and Phasing Plan
- Working knowledge of FLTMPTS, Navy ship operations, and Navy organization
- RCRA and DOT regulatory experience preferred
- Needs to have high energy and be very motivated
- Exceptional communications skills, oral and written, strong interpersonal and analytical skills necessary to consult with senior level officials, define problems and recommend policy solutions
- Proficiency in basic software applications such as Microsoft Word, Excel, and PowerPoint
- Experience in analyzing organizational program operations, identifying areas for improvement and recommending sound solutions
- Advanced knowledge of accounting (preferably fund accounting) and how payroll data populates the general ledger

I really appreciate you taking the time to review my application for the position of personnel manager.

Sincerely,

Hayden Bauch