

# Personnel Manager Cover Letter

3325 Donella Plaza  
Nickburgh, OH 25443

**Dear Riley Morar,**

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 guidance to Team RTI (including subcontractors and grantees) on tools, frameworks, and data collection methods to guide data collection, management, and analysis in a consistent, standardized, and disciplined manner.

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

- Expert knowledge of organizational structures, roles and responsibilities and how these relate to analysis of processes, issues, information flow
- Proficiency in BRIO for ad-hoc reporting and analysis
- Knowledge of the operation of database systems, auditing practices, testing and verifying data accuracy, and downloading data into a user-friendly format
- Knowledge of policies and procedures related to academic personnel issues
- General knowledge of CSU and campus policies and procedures related to academic personnel
- Professional in Human Resources (PHR), SHRM Certified Professional (SHRM-CP) certification or similar HR-related certification
- Experience in accounting and book-keeping
- Interest in museums, art history, and visual culture

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

Sincerely,

Ryan Mosciski