

# Personnel Manager Cover Letter

45354 Jesse Falls West Layla, WI 14853-7135

**Dear Cameron Mosciski,**

I would like to submit my application for the personnel manager opening. Please accept this letter and the attached resume.

In the previous role, I was responsible for analysis of data flow and internal processing of metrics and assists other ORA units in the collection and review of data for distribution across campus.

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

- Demonstrated skills, knowledge and experience in Human Resources practices
- Skill and knowledge to effectively supervise staff including analyzing work flow, delegating and reassigning tasks, monitoring production and quality of work, setting performance standards, assessing individual capabilities and workloads, and conducting performance evaluations and corrective actions
- Strong effective, high level written communication skills to formulate and present written material in a logical and comprehensible manner
- Demonstrated high level verbal communication skills to convey complex information to a diverse audience of administrative, managerial and academic employees at all levels
- Demonstrated budgetary management skills to analyze budgets, make cost projections, and establish fund priorities
- Management experience, including familiarity of managerial practices, team empowerment, Company policies, safety procedures and Work Rules
- Leadership skills to set and execute goals on strategic and tactical levels
- Communication and relationship-building skills to interact with and influence all levels of the organization

**Thank you for your time and consideration.**

Sincerely,

