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# Example of Pensions Administrator Cover Letter

841 Kerluke River
North Israel, RI 18740

**Dear Blake Ankunding,**

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

In the previous role, I was responsible for an excellent and articulate level of expertise to clients and members who contact us regarding defined contribution pension schemes.

I reviewed the requirements of the job opening and I believe my candidacy is an excellent fit for this position. Some of the key requirements that I have extensive experience with include:

* Daily cheque returns
* Monthly GMP splits
* Compulsory monthly bank changes
* Tracing of members
* Supporting projects and adhoc tasks
* Extensive interaction with members regarding queries by phone, letter and email
* Applicants should have basic accounting knowledge and ideally previous experience within payroll
* Experience of Microsoft Office packages (Office – Word, Excel and Access)

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

Sincerely,

River Runolfsdottir