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# Example of Stock Plan Administrator Cover Letter

28223 Yulanda Camp
South Ceciliahaven, OH 79416-4274

**Dear Robin Stroman,**

I submit this application to express my sincere interest in the stock plan administrator position.

In my previous role, I was responsible for a superior level of customer service to employees, executive management and others; support employee understanding of equity awards.

Please consider my qualifications and experience:

* Should be able to maintain effective working relationship with other stakeholders and partners
* Minimum completion of Certified Equity Professional (CEP) Level 2
* A collaborative team player and have partnered with internal and external contacts at all levels
* Comfortable in a fast paced, casual environment
* Exceptional analytical skills and strong Excel skills (Pivot Tables, VLookUps)
* Experience with U.S. federal and state taxation, general knowledge of global taxation related to equity compensation
* In-process CEP certification is strongly preferred
* Proficient in Equity Edge

**I really appreciate you taking the time to review my application for the position of stock plan administrator.**

Sincerely,

Royal Marquardt