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# Example of Stock Plan Administrator Cover Letter

8460 Okuneva Estate  
Millerberg, IL 97872

**Dear Riley Rau,**

I am excited to be applying for the position of stock plan administrator. Please accept this letter and the attached resume as my interest in this position.

In the previous role, I was responsible for support for equity related disclosures in annual, quarterly and ad-hoc SEC filings and assist with annual Proxy preparation.

Please consider my qualifications and experience:

* Excellent communication (written and verbal) and interpersonal skills, and exceptional analytical and quantitative skills with a commitment to accuracy and detail
* Able to multitask, work cross-functionally and meet tight deadlines
* Experience with Equity Edge Online & E\*TRADE Stock Plans platform preferred
* Certified Equity Professional (CEP) Level 1
* General knowledge of equity plans
* General knowledge with equity related portions of SEC filings
* Expert skills in the MS Office Suite, including Excel, PowerPoint
* Flexibility and willingness to work extended hours as needed

**Thank you in advance for taking the time to read my cover letter and to review my resume.**

Sincerely,

Onyx Langosh