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# Example of Stock Plan Administrator Cover Letter

2128 Lehner Streets  
Walterbury, AK 63185-3962

**Dear Royal Parisian,**

Please consider me for the stock plan administrator opportunity. I am including my resume that lists my qualifications and experience.

Previously, I was responsible for outstanding customer services to employees and board members at all levels, serving as primary contact for all inquiries and requests regarding equity programs and equity transactions.

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

* Proficient in Microsoft Excel and a general aptitude with information systems
* Awareness and understanding of Global equity administration marketplace trends and knowledge of standard internal processes
* Prior experience in administering a Global Employee Stock Purchase Plan preferred
* Prior experience working with Fidelity’s Plan Sponsor WebStation (PSW) preferred
* Experience with 10b5-1 & SOX
* Experience managing issuance and taxation of global equity grants using E\*TRADE/Equity Edge preferred
* Possesses an in-depth and comprehensive understanding of equity administration and management, including accounting, tax, and legal concepts
* Experience partnering with Fidelity Stock Plan Administration Services

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

Sincerely,

Ryan Cronin