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# Example of Stock Plan Administrator Cover Letter

94894 Mari Shores  
Arashire, UT 11968

**Dear Dakota Streich,**

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

In the previous role, I was responsible for guidance and support the administration of all aspects of our global equity programs.

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

* Self-motivated, reliable, flexible, deadline-oriented, have a keen attention to detail, and able to complete multiple tasks in a timely fashion, independently with minimal supervision
* Demonstrated analytical abilities and advanced proficiency in Excel
* CEP, PHR or similar professional certifications
* Experience with US Payroll Tax
* Experience with accounting preferred
* A positive attitude, flexibility and resilience facing multiple demands and shifting priorities
* Experience with stock options, RSA/RSUs, PSA/PSUs, and ESPP plans
* Experience with U.S. and international equity taxation

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

Sincerely,

Landry Stracke