

# Analyst, Benefits Cover Letter

19781 Mohr Orchard North Mariko, VA 55734

**Dear Emerson Gleichner,**

In response to your job posting for analyst, benefits, I am including this letter and my resume for your review.

Previously, I was responsible for vendor management and data integrity for all aspects of the company's employee benefits policy and plans.

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:

- Utmost discretion in handling confidential information
- Benefits administration experience preferred, including self-funded plans
- High-level proficiency with Excel (vlookups and pivot tables)
- Think critically, be self-aware and have a point of view
- A belief that truly great work comes from within
- Experience working in Benefits Administration and knowledge of HRIS Systems, working with flexible benefits plans in a web-based environment
- Works with vendor to prepare annual Canadian renewal rates and for upper management to review and approve
- Prepares associate communications (summary of benefits, , benefits orientation, ) for local HR to distribute

**Thank you for your time and consideration.**

Sincerely,

Charlie MacGyver