

# Analyst, Benefits Cover Letter

6313 Bruce ForgesShawneeborough, KY 10505-7553

**Dear Max Connelly,**

I would like to submit my application for the analyst, benefits opening. Please accept this letter and the attached resume.

In my previous role, I was responsible for guidance to HR, Payroll, and HRS Ops, where applicable, on benefits, disability and FMLA administration and impact as a result of HR policy or process changes or as required.

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:

- Task and results driven
- Knowledge of health and welfare benefit plans, administration, and regulations to include ACA, ERISA, HIPAA
- Applied skills in Microsoft Office suite
- Experience with HRIS systems (Lawson preferably)
- Effective communication skills and comfort working with colleagues in a virtual and phone-based environment
- Equity program administration
- Knowledge of benefit related rules and regulations including ACA, ERISA, HIPPA
- Ensure compliance of benefit plans with federal and state laws, including ERISA, IRS and DOL regulations including annual 5500 reporting, compliance testing and updating plan documents and summary plan descriptions

**Thank you for taking your time to review my application.**

Sincerely,

Oakley Durgan