

Analyst, Benefits Cover Letter

1718 Huels ForgesLake Florentino, FL 28321

Dear Max Dickens,

Please consider me for the analyst, benefits opportunity. I am including my resume that lists my qualifications and experience.

In the previous role, I was responsible for full support on all benefits and related plans and programs in APAC including but not limited to annual renewal and benefits review/administration from time to time.

Please consider my experience and qualifications for this position:

- Knowledge of health & welfare benefits at an eligibility processing level
- Experience working in a Workday environment is highly preferred
- Experience in the use of manual processes along with automated processes
- Experience working with a minimum of 5,000 employees across multiple states
- Knowledge of ERISA, employment, benefit programs, including flexible benefit programs
- Prior experience with Workday also beneficial
- Working knowledge of State and Federal laws impacting benefit-related regulatory requirements, including ACA, ERISA, COBRA, HIPAA, DOL, IRS and other applicable regulations
- Exposure to HRIS, preferably Workday

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

Sincerely,

Spencer Koelpin