

Analyst, Benefits Cover Letter

4986 Warner SpurLeeannstad, CT 96238-2575

Dear Lennox Turner,

I am excited to be applying for the position of analyst, benefits. Please accept this letter and the attached resume as my interest in this position.

In my previous role, I was responsible for functional support related to third party benefits administration system and feeds including documentation and testing.

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:

- Advanced skills in Outlook, Microsoft Office Suite (MS Word, Excel, and Power Point) and database computer applications
- Have a strong aptitude for working in a very fast-paced environment
- Highly organized, detail oriented, and able to switch directions immediately
- Strong knowledge of HRMS systems
- Familiarity with carrier administration systems
- Knowledge of benefit specific guidelines of DOL, IRS, ERISA, HIPAA and PPACA
- General knowledge of Time and Attendance systems, Recruiting systems and General Ledger (GL)
- Serve as a contact for plan vendors and third-party administrators

Thank you in advance for reviewing my candidacy for this position.

Sincerely,

Zion Hegmann