

# Analyst, Benefits Cover Letter

4991 McCullough HavenKuhlmanfort, OH 42090

**Dear Frankie Harris,**

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 continuous audit of benefits administration system to ensure the integrity of data and processes.

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

- Thorough knowledge of leave of absence policies and requirements
- Comfortable working with employees and managers of all levels
- Solid understanding of SAP HR preferred
- Organizational and time management skills to prioritize heavy workloads and meet time sensitive deadlines
- Intermediate level of Excel is mandatory
- Can effectively multi-task
- Complete confidentiality is a requirement
- Office type environment

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

Sincerely,

Sutton Hagenes