

Benefits Administrator Cover Letter

20858 Bea Groves New Kasha, NH 92356-3687

Dear Frankie Dibbert,

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

Previously, I was responsible for fMLA notices to employees; coordinate the review and approval process of received requests; track the FMLA leave; assist employees with process.

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

- Excellent computer skills and proficient in MS Office products, Word, Excel, Outlook
- Strong computer skills in Word, Excel and Outlook
- Strong analytical and project management skills, attention to detail with an emphasis on quality control of data
- Experience with Benefits administration software highly preferred
- Knowledge of all pertinent Federal and State regulations, filing and Compliance requirements affecting Employee Benefit Programs, including ERISA
- Knowledge of benefit/payroll systems
- Knowledge of benefit terminology and concepts, practices, and processes
- Problem solving skills, strong mathematical and statistical skills

Thank you in advance for taking the time to read my cover letter and to review my resume.

Sincerely,

Parker Dicki