

# Benefits Administrator Cover Letter

8691 Milton Ranch Milfordburgh, LA 19191

**Dear Gray Bayer,**

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

In the previous role, I was responsible for assistance with departmental mailings, such as termination letters for former domestic and international employees, COBRA/HIPAA notices and other miscellaneous mailings.

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

- Working knowledge of payroll and HRIS systems
- Strong aptitude towards efficiency, quality and consistency focus on customer service
- HRIS familiarity with Workday, Success Factors, or other HR operational and systems
- Computer literate (ADP Workforce Now, Excel, Word, PowerPoint, Outlook)
- Prior experience with HRIS database (Ultimate Software preferred)
- Knowledge of continuous improvement techniques or methodologies (TQM, Six Sigma, Lean, ) preferred
- Process benefit invoices
- P) Bachelors preferred

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

Sincerely,

Dallas Williamson