

# Benefits Administrator Cover Letter

190 Kuhlman TraceLake Elroy, ND 53305-2314

**Dear Campbell Schowalter,**

In response to your job posting for benefits administrator, I am including this letter and my resume for your review.

In the previous role, I was responsible for guidance and expertise in benefit enrollment rules and regulations, worker's compensation, and FMLA benefits.

Please consider my qualifications and experience:

- Problem Solving Skills – Be able to define problems clearly, examine issues from various perspectives, evaluate alternatives, identify manageable components parts, deliver solutions -technical and financial- to problems, and use quantitative measures/indicators and analysis to solve problems
- Technical Skills – Understands and has working knowledge of HRIS and Health Benefits systems, process, and techniques
- Working knowledge of HSA, ERISA laws, HIPAA, COBRA, FMLA, and section 125 plans
- Basic knowledge of a wide range of benefits principles
- Basic knowledge of HIPAA, COBRA, ERISA, IRC Section 125 and Health Care Reform
- Knowledge in benefits administration and laws
- Team player who takes the initiative and enjoys working independently and proactively in a fast-paced environment
- Comfortable using Microsoft programs and expense/accounting systems, such as Concur

**I really appreciate you taking the time to review my application for the position of benefits administrator.**

Sincerely,

Lennon Braun