

Benefits Administrator Cover Letter

80518 Venice Streets Clotildestad, MS 26445-4885

Dear Lennox Mosciski,

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

Previously, I was responsible for assistance to specific benefit specialties including but not limited to leave of absence, school plans, 401(k) or COBRA; including notification, follow-up and audits of these programs.

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:

- R) Solid knowledge of employment law and benefits compliance, such as FMLA, ADA, ACA, HIPAA, COBRA and ERISA
- R) Excellent written, verbal, interpersonal, communication, organizational and customer service skills
- R) Strong administrative abilities, problem solving and judgment skills
- Have thorough knowledge of applicable laws (ERISA, FMLA, FLSA, HIPAA)
- Expertise in federal and local employee benefit laws and regulations
- Motivated, energetic and results-oriented
- PHR, CEBS certification preferred
- Able to review, comprehend and implement provisions to comply with terms of union collective bargaining agreements and other customer contracts

Thank you for taking your time to review my application.

Sincerely,

Shae Conn