

# Benefits Administrator Cover Letter

63519 McLaughlin Route Doyleview, WA 45033-6732

**Dear Emerson Rowe,**

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

Previously, I was responsible for accurate information to Pre - Medicare retirees regarding the Affordable Care Act (ACA). Search Jobs US.

Please consider my qualifications and experience:

- Familiar with HR benefits administration
- Proficient in computer skills such as MS
- Respectful and professional at all times
- Able to work cross-functionally with all levels of staff
- Respectful and professional always
- Previous experience in Benefits preferred
- Experience working with collectively bargained plans
- Demonstrated success in working with external vendors

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

Sincerely,

Campbell Dicki