

Benefits Administrator Cover Letter

96801 Deangelo Street North Avelina, MD 37095

Dear Brooklyn Paucek,

I am excited to be applying for the position of benefits administrator. Please accept this letter and the attached resume as my interest in this position.

In the previous role, I was responsible for support, advice and direction to BSC representatives on benefit plan issues (medical, dental, vision, life, disability, FSA, HSA, EAP, and supplemental plans).

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

- Proficiency in Microsoft products, including Excel and Outlook
- Certified Benefits Professional (CBP) certification strongly preferred
- Experience using PeopleSoft version 9.1 or higher, PeopleSoft Query, Microsoft Outlook and ADP PayForce or other similar payroll system preferred
- Experience with new vendor implementation preferred
- Possesses and maintains knowledge of federal and state employment and benefit regulations
- Enter benefit related data into a computerized human resources information system
- Assist in evaluating and comparing existing employee benefits with those of other employers
- Maintain employee benefit files and other recordkeeping

Thank you for taking your time to review my application.

Sincerely,

Shiloh Koeppe