

Defined Benefits Cover Letter

788 Kesha Viaduct
Drusilla
borough, MT 31000

Dear Finley Schumm,

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

Previously, I was responsible for assistance with benefits administration of group benefits programs (group health, dental, vision, short-term and long-term disability, life insurance, flexible spending plan, 401(k) plan and retirement plans on a daily basis.

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:

- Strong leadership/interpersonal skills to mentor/coach
- Knowledge and experience with HR and vendor systems and data interfaces
- Excellent communication skills (verbal and written) in order to communicate to participants and work with a broad range of levels internally and with outside vendors and consultants
- Prior programming experience considered
- MS Office suite intermediate skills preferred
- Good communication skills with peers and managers/supervisors
- In-depth knowledge of Defined Benefit plan design and administrative practices
- Solid knowledge of relational database design methodologies, programming languages

Thank you for your time and consideration.

Sincerely,

Haven Leuschke