

Defined Benefits Cover Letter

94156 Leo KeyEast Truman, SC 65838-2015

Dear Campbell Jenkins,

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 support for administration of various employee benefits programs, such as group health, flexible spending accounts, dental and vision, accident and disability, life insurance, 401(k), and wellness benefits.

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

- Strong analytical, project management and problem resolution skills
- Able to work in groups and individually to meet goals
- Proactive and solution oriented individual that works well in a team environment with a strong attention to detail and verbal communication skills
- Experience with HRIS Systems, Success Factors and ADP products preferred, and strong Microsoft Office skills, including Word, Excel and PowerPoint
- Wage and Hour
- Partnering with retirement plan service representatives and marketers to enhance relationships between customers and the company
- MS Excel, Word, Powerpoint, MS outlook
- Experience in defined benefits preferred

Thank you for your time and consideration.

Sincerely,

Oakley Wolff