

# Defined Benefits Cover Letter

3221 Leannon Canyon South Ernestland, CT 62352-7954

**Dear Finley Brown,**

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

In my previous role, I was responsible for benefits administration support for new hire enrollments, life events, and evidence of insurability approvals.

Please consider my experience and qualifications for this position:

- Manage and complete Data projects as assigned, timely and accurately
- Excellent Product Management and/or product implementation skills
- Good skills with MS Office Suite (Word, Excel and PowerPoint)
- Helping with contract drafting and interpretation
- Strong defined benefits pension experience
- Excellent client relationship building expertise
- Proactive and commercially aware
- Good IT skills in Microsoft Office

**Thank you for considering me to become a member of your team.**

Sincerely,

Morgan Bergnaum