

# Defined Benefits Cover Letter

4998 Adina LandingSchummburg, NV 72866-9580

**Dear Landry Satterfield,**

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 any necessary assistance to the Benefits Manager with vendors, auditors, and consultants for services, premiums, and plan administration.

Please consider my experience and qualifications for this position:

- Experience in outsourcing and benefits administration field
- Technical background preferred (analyst or programmer experience)
- Experience interacting with global and virtual team mates preferred
- Advanced to expert knowledge of office products such as Excel, Access, PowerPoint, and Visio
- Exposure to business intelligence tools such as Tableau or Microsoft Power BI
- Time spent within a pension administration specific role & a sound understanding of Defined Benefit and/or Defined Contribution pension schemes
- Successful client relationship experience beneficial
- Proven project management experience beneficial

**I really appreciate you taking the time to review my application for the position of defined benefits.**

Sincerely,

Phoenix Swift