

# Employee Benefits Account Manager Cover Letter

39949 Kristie Highway East Changfurt, PA 89569

**Dear Charlie Ullrich,**

In response to your job posting for employee benefits account manager, I am including this letter and my resume for your review.

Previously, I was responsible for quotations and market proposals to explain and select coverages based on a thorough discovery and needs analysis and prepare applications and submit in accordance with carrier guidelines and timelines.

Please consider my qualifications and experience:

- Assist with marketing data gathering including assembly of census, claims and policy specific information for benefit plans
- Insurance industry or Human Resource and benefit experience
- Group I L&H license
- Use of Various office machines
- Demonstrated written communication experience and skills
- Demonstrated and working knowledge of a variety of Microsoft Office computer software applications to include Windows, Outlook, Word, PowerPoint, and Excel
- Help fastest growing tech companies in the world attract and retain the very best employees
- Work directly with founders, CEOs and HR professionals by phone and in person

**Thank you for taking your time to review my application.**

Sincerely,

Emerson Mann