

Employee Benefits Account Manager Cover Letter

2351 Johnston Mews Lake Tracyton, PA 30504-5564

Dear Hayden Hamill,

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

Previously, I was responsible for support and assistance to Benefit Sales Consultants including, assisting with client service issues; keeping them informed of insurance company underwriting procedures; setting appointments to meet with clients on plan renewals; obtaining claims experience reports and employees census information and maintaining client files.

Please consider my qualifications and experience:

- Proficient with MS Word, Excel, Outlook, PowerPoint and Publisher
- Prefer to have an active Accident, Life, and Health License
- Knowledge of global employee benefits product and service offerings
- Exceptional project management, strong negotiation and influencing skills, oral, writing and presentation skills
- Flexibility to multi-task and work in evolving environment
- Accident, Life, and Health License preferred
- Current Life/Health Insurance License
- Positive work ethic and commitment to team environment

Thank you in advance for taking the time to read my cover letter and to review my resume.

Sincerely,

Brooklyn Herman