

# Health & Benefits Cover Letter

377 Mohamed PikeNorth Loyd, VT 37188

**Dear Zion Bahringer,**

I am excited to be applying for the position of health & benefits. Please accept this letter and the attached resume as my interest in this position.

Previously, I was responsible for professional support of Arkema's Health & Welfare (H&W) & Wellness benefit programs, and associated HRMS/SAP payroll activities, covering Arkema Inc.

Please consider my experience and qualifications for this position:

- Fundamental project management experience
- Keen understanding of HR and employee benefit laws
- Knowledge of HRIS systems, especially Ultimate Software, preferred
- Advanced project management, organizational and communication skills (verbal and written)
- A completer finisher mind-set with the drive to deliver projects in a timely manner regardless of any obstacles and challenges
- Team player who is flexible and adaptable across a range of tasks
- Solid research, writing, analytical and strategic thinking skills
- This includes a commitment to inclusion and diversity

**Thank you in advance for reviewing my candidacy for this position.**

Sincerely,

Oakley Sanford