

Health & Benefits Cover Letter

131 Parker Drive South Othatown, UT 04155

Dear Casey Hegmann,

I submit this application to express my sincere interest in the health & benefits position.

In my previous role, I was responsible for training and education of the health, welfare, and retirement benefit plans for benefit team members, HR team members and participants.

Please consider my experience and qualifications for this position:

- Creative problem solving develop new solutions
- Excellent customer focused phone skills to create rapport, express complex medical services and adhere to strict call scripting, policy and procedures
- Advanced managerial skills in planning, organizing, budgeting, motivating/developing others, demonstrated strong leadership skills
- Strong understanding of motivation theory
- BS, BA or MBA in Business/Finance
- Extensive knowledge of Human Resources theory, practices and law
- Working knowledge of Workday, SAP, Salesforce, automated benefit systems
- Experience using Workday, SAP, Salesforce, automated benefit systems

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

Sincerely,

Tatum Blanda