

Health & Benefits Cover Letter

4090 Rona Crescent West Ariel, TX 84688-0636

Dear Justice Farrell,

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.

In the previous role, I was responsible for valued-added consulting expertise on large, sophisticated projects including health and welfare plan design, pricing, benchmarking studies and negotiations, plan renewals and vendor analysis and management.

Please consider my experience and qualifications for this position:

- Experience with data validation and manipulation in data management tools (advanced Excel skills are essential)
- Brokerage history, Group health and/or life background, Third Party administration experience preferred
- Strong mathematical and analytical skills, graduate of BS Mathematics or BS Statistics preferably
- Knowledge in employee benefits, background in life and health insurance preferably
- Technical proficiency in insurance
- Proficiency in Microsoft Office (Excel, Word and PowerPoint), preferably with expertise in Excel Macros
- Experience dealing with the financials of group health and welfare plans, ideally gained in a group benefit consulting/brokerage firm or group health underwriting or actuarial function of an insurance company
- Understanding of all applicable local, state, and federal employment and leave laws

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

Sincerely,

