

# Health & Benefits Cover Letter

930 Littel Groveslssacbury, AL 16438-2854

**Dear Armani Barton,**

In response to your job posting for health & benefits, I am including this letter and my resume for your review.

In my previous role, I was responsible for senior level consulting support to clients, including plan design, benefit strategy, vendor management and merger/acquisition support.

Please consider my qualifications and experience:

- Undergraduate student in any field
- Interested in health and benefits, insurance brokerage industry
- Strong written and verbal communication in English and Chinese is essential
- Maintain benefits plan data and information within the Human Resources Information System
- Develop training for, and provide support to the human resources team regarding all aspects of health and welfare benefits administration
- Serve as a resource for associates, retirees and dependents regarding benefit plan provisions and rules, eligibility and problem resolution
- Conduct research and attend training programs to ensure that the company's health and welfare plans are competitive and in compliance with government, regulatory and legal requirements
- Support department throughout upcoming ERP implementation, serving as a health and welfare benefits subject matter expert

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

Sincerely,

Spencer Roob