

HR Benefits Cover Letter

475 Hand Village Reynoldsbury, NJ 28402

Dear Baylor Larkin,

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

Previously, I was responsible for documentation and guidance to client employees regarding medical, prescription drug, dental, vision, and FSA programs, COBRA, Healthcare Reform, Federal and State Mandates, and other related employee benefit and compliance topics.

My experience is an excellent fit for the list of requirements in this job:

- Proficiency in MS Office (Word and PowerPoint), with advanced Excel skills
- Excel experience (vlook ups, if/and statements, pivot tables) necessary
- Provide customer service for benefit plan participants
- Provide benefit eligibility information, level of benefits, and other plan provisions
- Provide timely responses to phone calls and e-mails from internal and external customers pertaining to financial benefits plan
- Verify accuracy and completeness of all new hire employment documents
- Maintain employee deductions for benefit elections
- Administration of employee health benefits to include enrollments and vendor invoice reconciliation

Thank you for taking your time to review my application.

Sincerely,

Lennon Hilll