

HR Benefits Cover Letter

79545 Margaret Corners Wildermanshire, CO 38556-4797

Dear Tyler Parker,

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

Previously, I was responsible for management and direction to the Client HR Business Partner team and the Client HR Benefit team.

Please consider my qualifications and experience:

- Currently enrolled in an accredited college or university as a full-time student with a GPA of 2.0 or above
- Proficient in the use of Microsoft Suite (Word, Excel, PowerPoint, and Outlook) at an intermediate level
- CEBS, CBP or SPHR certification preferred
- Solid understanding of benefit contract language
- Strong proficiency in Microsoft Office (Outlook, Excel, Word and PowerPoint)
- Experience with PeopleSoft HRMS or similar HR systems in area of benefit administration
- Assist HR Business Partners, HR Associates, and Sr
- Organize and update electronic filing system, HR Share Drive

Thank you for your time and consideration.

Sincerely,

Blake Stroman