

HR Benefits Cover Letter

1670 Olin Freeway Darnellville, WA 39992-5889

Dear Rowan Auer,

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

Previously, I was responsible for effectively, regular and clear reporting to leadership, HR and business units for trends and issues for employee benefit cases.

Please consider my qualifications and experience:

- Workday Benefits experience including configuration of plans, groups, eligibility rules
- Understanding on Benefits programs including benefit offerings, eligibility requirements and enrollment processes, reporting
- Experience using Help Ticketing system to prioritize, manage, communicate and resolve issues
- Experience participating in HR projects or programs
- Collaboration -Working effectively and cooperatively with others
- Issue Resolution -Responds quickly to address raised issues
- Quality Orientation -Accomplishing tasks by considering all areas involved
- Knowledge of principles and techniques used in conducting management studies and in performing systems analysis

Thank you for taking your time to review my application.

Sincerely,

Indigo Hessel