

# HR Benefits Cover Letter

67878 Kelvin UnionAufderharton, CO 00924-9576

**Dear Lennon Jaskolski,**

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

In my previous role, I was responsible for solutions to difficult situations and consult with Benefit Manager, Legal, HR Business Partners, and Employee Relations.

Please consider my qualifications and experience:

- Evaluate current HR process and make/implement improvements to streamline and gain efficiency
- Submit employee transactions to HR Employee Care Center
- Sit in with the HRBP's on investigations and employee and management coaching sessions
- Support the re-working and execution of the New Hire Orientation program
- Assist with the coordination and execution of Corporate Diversity and Inclusion programs
- Work with departments to come up with creative employee engagement activities and initiatives
- Assist in administering the employee insurance portion of the benefits program
- Communicate requirements, program parameters and policies to employees and ensure that programs are administered in compliance with regulatory, plan and policy requirements

**Thank you in advance for reviewing my candidacy for this position.**

Sincerely,

Armani Pfannerstill