

HR Benefits Cover Letter

250 Paucek Valleys Errolland, NJ 85377-4751

Dear Max Ullrich,

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 oversight in ensuring all benefit programs remain compliant with state, federal and company specific requirements and mandates.

Please consider my experience and qualifications for this position:

- Develop relationships with insurance agents and/or carriers, benefit providers, claims processors and plan administrators
- Conduct benefits orientation and enrollment meetings at various locations
- Establish and maintain records for individual employee benefits selections and coverage
- Excel and Access database experience with reporting across multiple tables
- Health and welfare benefit knowledge
- College graduate pursuing HR career
- Interest and background in Human Resources and/or benefits
- Possesses and applies professional skills and knowledge in job related areas

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

Sincerely,

Marion Lang