

HR Benefits Cover Letter

849 Dalia TurnpikeKuhlmanburgh, NY 81303-1442

Dear Baylor Kozey,

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 exceptional customer service to office HR, vendors and all personnel, answering benefit questions in a timely manner and resolving problems related to payment of benefits, benefit plan eligibility and enrollment Help administering the medical plans; monitor enrollments and claims, process third-party administrator payments and trust funding and advocate claims issues.

Please consider my qualifications and experience:

- Strong proficiency with Microsoft Word, Access and Outlook
- Skilled at variance analysis and reconciling reports
- High level communicator, both in person and in letters
- Capable and experienced enough to perform significant paper work and financial reports every day
- Talented process designer, structured and attentive to details
- Technically minded, experienced PC user who is able to work with different systems and tools independently
- Psychological education and experience in sport/fitness organizations are welcomed
- References from previous work places are obligatorily

Thank you for taking your time to review my application.

Sincerely,

Campbell Spinka