

Pension Administrator Cover Letter

595 Shalonda CrestPort Yasminefurt, ID 32595

Dear Corey Sporer,

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

In my previous role, I was responsible for advice to the HR community on executive pension related issues, special circumstances and technical pension matters.

Please consider my qualifications and experience:

- Collates and analyses data and produces routine reports, schedules and summaries in order to update customer records, resolves customer queries
- Provision of technical guidance to other team members
- Identifies and implement process improvements in immediate area of work responsibility in order to improve throughput and customer service
- Carry out projects and ad-hoc activities as determined by Team Leader
- Defined Benefit pensions experience is essential for this role
- Strong numeracy skills – Financial Services or similarly numerate graduates preferred
- Experience with Relius and/or ASC preferred
- ASPPA credential preferred

Thank you in advance for taking the time to read my cover letter and to review my resume.

Sincerely,

Frankie Heller