**Benefits Specialist Cover Letter**

Name Here

xxx-xxx-xxxx

email@gmail.com

April 8, 20XX

Dear Sir/Madam,

I’m writing to express my interest based on the job advertisement position of a Benefits Specialist. With several years of experience in the benefit and human resource field, I believe I will bring huge success to your organization given a chance.

My job experience aligns very well with the qualifications you are seeking. I am certain I will make a good a valuable addition to your organization. I am adept with negotiating agreements, updating plan structures, and overseeing benefits administration. At the same time, my on-the-job experience has afforded me a well-rounded skill set, including first-rate problem solving and organizational abilities. I excel at; administering benefits, compensation, and insurance plans for large scale operations; working with benefits carriers to negotiate new benefits and plan structures, developing promotions and bonus structures, forecasting and reporting on projected future salary increases.

In addition to my experience, I am very determined and focused on what I do; I am thrilled about what I do and always strive to deliver what is expected.

Kindly review my resume and am looking forward to hearing from you and interact more to greater success

Sincerely,

Name Here