

[Your Full Name]
[Phone Number]
[Email Address]
[LinkedIn Profile/Portfolio URL]

[Current Date]

[Hiring Manager Name]
[Title]
[Company Name]
[Company Address]

Dear [Hiring Manager Name/Title],

I am writing to express my interest in the Benefits Administration Human Resources Specialist position at [Company Name]. With a strong background in employee wellness programs, health plan management, and regulatory compliance, I am eager to contribute to the efficiency of your HR department.

In my previous role at [Previous Company], I successfully managed comprehensive benefits packages for [Number] employees. My experience includes overseeing open enrollment cycles, auditing 401(k) contributions, and ensuring strict adherence to COBRA, ERISA, and ACA regulations. I take pride in my ability to translate complex benefit policies into clear, accessible information for diverse workforces.

What draws me to [Company Name] is [mention a specific company value or recent achievement]. I am confident that my analytical skills and dedication to employee satisfaction will help streamline your benefits administration processes and enhance the overall employee experience.

Thank you for your time and consideration. I look forward to the possibility of discussing how my expertise in HR operations can support the goals of your team.

Sincerely,

[Your Signature/Typed Name]