**Robert Smith**

**Benefits Analyst**

**1737 Marshville Road, Alabama, (123)-456-7899, info@qwikresume.com www.qwikresume.com**

[Today’s Date]

[341 Company Address]  
[Company City, State xxxxx]  
[(xxx) xxx-xxxx]  
[hiring.manager@gmail.com]

Dear [Mr./Mrs./Ms.] [Hiring Manager’s Name],

This letter is regarding my interest in applying for the position of a Benefits Analystat [XXXYYYY organization]. I have …… years of experience in the relevant field at [XXXXYYY organization] that matches well with the requirements needed for this role. With a strong network of professional educational qualifications and experience, I am confident enough to deliver optimized results for your organization.

In my current role at [YYY organization], I oversee managing different employees and solve administration related problems that are beneficial for the company in the long run. This role helped me to understand various procedures and guidelines surrounding the field like: -

* Human resource.
* Quality leadership.
* Analysis and optimized approach.
* Observation and behavior.
* Understanding employee problems.
* Communication skills.
* Adding to the overall benefit of the company.

Given an opportunity, I assure you to give my best to this job and become an asset to your organization.

Looking forward to hearing from you soon.

Sincerely,

[Your Name]