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COVER LETTER SAMPLE – career change

**Susan Baldwin**

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***Seeking a position as a HR/Benefits Coordinator***

January 1, 2016

Mr. John Gold

Human Resources Manager

Thomas Corporation

555 Main Street

Newark, NJ 00000

Dear Mr. Gold,

With a solid background in healthcare insurance plans, 401(k) administration, and pensions, I have the knowledge and abilities necessary for your open position of Benefits Administrator.

I began my career with several positions in payroll before transitioning into a benefits administration role where I thrived for five years. Unfortunately, I was part of a layoff and transitioned back into payroll and, most recently, office administration. I am now at a point where I’m exploring new opportunities and would like to return to what I enjoyed the most: **benefits administration**. My resume is attached for your review. Highlights of what I bring to the table include the following:

* **Conscientious, approachable professional** with demonstrated ability to improve employee communications by explaining benefit offerings and answering concerns about coverage and costs
* **Trusted team player** recognized by both management and peers alike for the reliable accuracy found in my work, a consistent level of hard work, and unwavering dedication to the job
* **Well-rounded background** across benefits, payroll, and general office administration complements my ability to resolve problems and find ways to streamline procedures
* **Strong computer skills** and knowledge of many of the common software platforms in use today

For these reasons and more, I am confident in my ability to make an immediate contribution to your company and would welcome an interview at your earliest convenience.

I will call your office next week to follow up.

Sincerely,

*Signature*

Enclosure: Resume

***For a cover letter that will be emailed,*** *omit the heading and date, and use the text of the cover letter as the message of your email.* ***Do not*** *send the cover letter as an attachment, but* ***do*** *attach your resume.*

\*Adapted from *Gallery of Best Cover Letters* by David F. Noble, Fourth Edition