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# Example of Claims Administrator Cover Letter

57774 Mellisa Ways
South Kimbramouth, VT 35904-4726

**Dear Quinn Kuvalis,**

I am excited to be applying for the position of claims administrator. Please accept this letter and the attached resume as my interest in this position.

Previously, I was responsible for assistance to more senior staff on general contract administration, including contract data management or may lead simple contract administration tasks with minimal or no supervision.

Please consider my experience and qualifications for this position:

* Awareness of industry practices surrounding insurance claims management
* Willingness to work toward Industry qualification and open to self-development
* Experience with ImageRight and multiple proprietary computer systems
* Assessing coverage/quantum to issue claims acknowledgement and undertake initial actions including quote or make safe requests
* Allocation in accordance with segmentation rules including assigning and informing the file handler
* Monitoring, reviewing and redistributing complex claims teams group email folders and telephones
* Provide general admin assistance to complex claims examiners including payment processing
* Promoting compliance with best practice for all aspects of claims assessment and be aware of bespoke practices for specified clients

**Thank you in advance for reviewing my candidacy for this position.**

Sincerely,

Quinn Runolfsdottir