

Account Advisor Cover Letter

732 Noe Inlet Lake Hugo, TX 42464-8603

Dear Emery Mills,

Please consider me for the account advisor opportunity. I am including my resume that lists my qualifications and experience.

Previously, I was responsible for and present reports and analysis to T1 Service Desk Lead showing BOM's, RCA and other related.

I reviewed the requirements of the job opening and I believe my candidacy is an excellent fit for this position. Some of the key requirements that I have extensive experience with include:

- Obtain claims information in an empathetic and timely manner
- Utilize the broker management system in an accurate and timely manner to enter and maintain all prospect & client account information and ensure accounts receivables are always collected and current
- Establish & maintain strong, productive and ongoing referral relationships both internally & externally with all clients, centers of influence and carrier partners
- Attend and participate in all mandatory training for compliance, service, product, systems & processes to ensure all regulatory requirements are met and complies with all best practices, professional standards, internal policies, and procedures
- Fill all annual insurance licensing requirements and obtain courses and track all necessary hours to keep licenses current and in good standing at all times
- Set & strive to reach high standards for goals that result in top quality results
- Exercise sound judgement, strategic thinking, be solution driven and possess strong problem solving skills

Thank you in advance for taking the time to read my cover letter and to review my resume.

Sincerely,

