

# Account Handler Cover Letter

396 Angle Wells North Gemma, SC 67905

**Dear Baylor D'Amore,**

I would like to submit my application for the account handler opening. Please accept this letter and the attached resume.

In the previous role, I was responsible for necessary information to broking teams via submission specifications including preparation and maintenance of client files and maintain appropriate account documentation.

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:

- Comfortable dealing with multiple queries from a diverse portfolio of commercial clients
- Ideally CII certified but not mandatory for the role, can become part of personal development plan
- Knowledge or experience within insurance (preferably commercial insurance)
- Account handling experience is desirable
- Experience in a broker or commercial insurance environment is a real advantage
- Understanding of working within SLA's
- Acturis knowledge is useful
- Cert CII qualified or prepared to work towards

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

Sincerely,

Story Hyatt