

Associate Account Manager Cover Letter

71861 Vandervort LocksPort Catherine, NM 02714

Dear River Haley,

In response to your job posting for associate account manager, I am including this letter and my resume for your review.

In the previous role, I was responsible for overall program management ensuring contracted products and services are provided to Wholesale lines of business as expected.

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:

- Understand the strategy and key drivers for each plan sponsor and manage these to achieve success, and develop and maintain understanding of the healthcare environment integrating legislative
- Develop and execute customer product/plan administration
- Identify service issues, possible solutions, and lead resolution of issues
- Respond to customer requests for claim analysis, plan design changes, and benefit questions and clarifications
- Collaborate with the account management team to achieve growth/renewal objectives
- Support all plan administration activities, including installation, plan set-up, eligibility, billing and drafting by working proactively with support areas
- Manage open enrollment activities and implement strategies to increase usage for products
- Process lost policy release forms

Thank you for your time and consideration.

Sincerely,

Morgan DuBuque