

# Claim Manager Cover Letter

9614 Burl FallSouth Osvaldoside, ME 98023-1828

**Dear Alexis Huel,**

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

In the previous role, I was responsible for agents with claim handling information via phone conversations, e-mails, office visits or presentations at district meetings.

Please consider my qualifications and experience:

- Sitting (can stand at will) - Frequently
- Very organised and hands on with competent written and excellent verbal communication skills
- Excellent communication, teamwork, perseverance, and strong attention to detail are critical
- Property and Casualty claim knowledge helpful
- Experience working with dated materials and adherence to deadlines in a fast-paced environment
- Hands-on knowledge of operational/service practices
- Working knowledge/experience of various software applications such as Microsoft Word, Excel and PowerPoint
- Industry knowledge of the unemployment process

**Thank you for considering me to become a member of your team.**

Sincerely,

Gray Kris