

# Claim Manager Cover Letter

32960 Jacquelyn BridgeWest Nadine, CA 09866-7237

**Dear Marion Abshire,**

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

Previously, I was responsible for technical assistance to Claim University in identifying, developing and presenting training and strategic approaches that will optimize the effectiveness of field claim handling.

My experience is an excellent fit for the list of requirements in this job:

- Working knowledge of State Leave Laws and DOL Compliance
- Extensive knowledge of claims processing
- Advanced knowledge of medical benefits, medical terminology and coding
- Advanced knowledge of claim adjudication and benefit plan application for HMO plans and Medicaid
- Advanced Microsoft Office skills including Word, Excel and Access
- Manages team differences
- Working knowledge of retail after sales processes
- Leading people, setting objectives and monitoring progress

**Thank you for taking your time to review my application.**

Sincerely,

Phoenix Johns