

Claims Support Cover Letter

402 Jay OvalJastfurt, GA 42748-2526

Dear Dakota Morar,

I am excited to be applying for the position of claims support. Please accept this letter and the attached resume as my interest in this position.

In my previous role, I was responsible for guidelines for coding to insure consistency across organization and implement policies to insure proper and timely handling of invoices.

Please consider my experience and qualifications for this position:

- Obtain/Maintain appropriate licensing
- Authority to design and develop training program coursework, create policies and procedures and make logical decisions independently
- Is an independent contributor to cost effective processing for the department
- Function independently in the areas of auditing and provide feedback to staff
- Assists in hiring, firing, coaching and discipline of staff
- Assist supervisor in the management of work flow, deadlines, and work projects
- Advanced knowledge in data acquisition and manipulation applications (MS Access, Business Objects, Excel)
- Proficients in Windows environment and MS Word and Excel highly preferred

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

Sincerely,

River Larson