

Claims Cover Letter

3031 Donnelly Way
Lake Antonia
view, GA 74824

Dear Rowan Pfeffer,

I submit this application to express my sincere interest in the claims position.

In the previous role, I was responsible for training to claims personnel to guard against Unfair Claim Settlement Practices and Write Now/ Pay Later.

Please consider my experience and qualifications for this position:

- Provides training to Claims, enabling employees to develop and raise skill levels to achieve goals and objectives
- Provides excellent customer service and acts as an exemplary role model to customers inside and outside of the classroom as evidenced by evaluations and management observations
- Customer service orientation (including assertiveness)
- Sound understanding of insurance claims products
- Scans claims and other documents received and routes these documents in proper work queues
- Properly re-indexes the claims in other databases, routes priority items and files the daily scanned documents accordingly
- Researches missing and/or insufficient information
- Tracks items per customer request

Thank you for taking your time to review my application.

Sincerely,

Charlie Erdman