

Claims Cover Letter

319 Gorczany Roads New Sheron, GA 88741-1559

Dear Marion Spinka,

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

In the previous role, I was responsible for direction and technical support to Quality Management teams promoting a culture of accountability and ensuring compliance to established claim decision and claim management practices.

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

- Previous experience in office administrative role or in the insurance industry preferable
- Computer skills to include Word, Excel, Outlook, and web based RMIS programs
- Strong experience with Outlook, Excel, Word, PowerPoint and Business Objects
- Experienced in the electronic management of large amounts of Data
- Provide the best possible service and advice to clients, in accordance with Company's procedures
- Achieve quick and fair settlement of all claims using all possible means to protect the client
- Provide Insurers with all documentation/information necessary to the settlement of claims
- Develop an understanding of the clients business and objectives

Thank you for taking your time to review my application.

Sincerely,

Jordan Kub