

Claims Cover Letter

71623 Homer LandWest Wendy, AL 64611

Dear Parker Corwin,

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

In the previous role, I was responsible for guidance and direction to direct reports through a continuous process of management involvement and frequent claim file review.

I reviewed the requirements of the job opening and I believe my candidacy is an excellent fit for this position. Some of the key requirements that I have extensive experience with include:

- Arrange up to date claims experience for renewal and claims meetings with clients, and attend meetings as appropriate
- Keep Account Director/Executive/Team Leader advised of all large and/or contentious claims and any problems
- Develop an understanding of the legal issues and processes involved in handling clients claims
- Acquire knowledge of preparing claims reports, workflow statistics and management information as directed
- Excellent IT Skills (including Excel and Word) (essential)
- Fully Qualified CIP (essential)
- Flexible and team player – develops close partnerships with onshore and offshore colleagues (essential)
- Possess experience and skills in leadership in order to mentor other trainers, function as a team leader and handles projects

Thank you in advance for taking the time to read my cover letter and to review my resume.

Sincerely,

Finley Heaney