

Claims Cover Letter

16500 Batz Landing West Milanville, NJ 11662-6575

Dear Jordan Koch,

In response to your job posting for claims, I am including this letter and my resume for your review.

In the previous role, I was responsible for claim portfolio assessments that enable company to view portfolio performance in various ways (e.g., by line of business, product, year, claim type, industry sector, etc.).

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:

- Exposure to a Shared Services or BPO industry
- Knowledgeable in workforce management and metrics reporting
- Strong communication and computer skills, and be comfortable multitasking
- Pass a pre-employment criminal background and drug screening
- Able to train in Columbia for 3 weeks (company will provide hotel accommodations, meals, and mileage reimbursement)
- Deal with incoming phone calls from members/brokers/providers
- Exposure to the Medical or Insurance industry is an advantage
- Have an aptitude for working with complex coverage and legal issues

I really appreciate you taking the time to review my application for the position of claims.

Sincerely,

Shiloh Wuckert