

# Disability Case Manager Cover Letter

4851 Nathaniel Square  
Dodieberg, IL 16617

**Dear Sutton Treutel,**

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

Previously, I was responsible for our members with a simplified way to live their life better by offering the right products and services.

Please consider my qualifications and experience:

- Document the claim systems in an accurate and comprehensive manner while maintaining maximum levels of efficiency
- Communicate verbally and in writing and fully leverage the claim system with accurate and comprehensive information Prepare, update, and utilize a claim management plan to attain the most appropriate outcome
- Remain in full compliance with regulatory requirements and operational standards
- Meet or exceed claim team operational metrics
- Knowledge of federal and state regulations governing these products and services
- Good understanding of medical terminology, pathology and/or anatomy
- Outstanding service orientation, sense of urgency and a high-level of personal integrity
- Solid computer skills with Microsoft Office and other software applications

**Thank you in advance for reviewing my candidacy for this position.**

Sincerely,

Brooklyn Romaguera