

Disability Case Manager Cover Letter

331 Hessel Avenue
Port Caroleborough, TN 02056-0832

Dear Brooklyn Zemplak,

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

In my previous role, I was responsible for professional advice and counsel to business unit leaders, HR partners, managers and employees on a variety of issues and questions related to medical case management, workplace accommodations, health benefits and health promotion.

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:

- 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
- Develop solutions requiring analysis and research or use existing solutions in a different way
- Intermediate PC skills - including data entry, Microsoft and Google platforms
- Working knowledge with Microsoft suite preferred
- Administrative Tasks- Complete specified administrative tasks on all cases (eg
- Service Delivery (Integrated into above accountabilities) - Ensuring that all service delivery targets for the specific products (contractual, administrative services) are met
- Consulting and leadership experience

Thank you for your time and consideration.

Sincerely,

Reese Fadel