

Insurance Account Manager Cover Letter

5564 Collier Squares Zboncakmouth, MT 87411

Dear Alexis Trantow,

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

In the previous role, I was responsible for the necessary guidance to unit personnel on investigations, appraisals of damages, liability, coverages, & settlement techniques.

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

- Experience working with carrier service centers preferred
- Respond promptly and professionally to the service needs of our clients
- Review and ensure that policy documents are received in a timely manner from carrier and are accurate in coverage provided
- Ensure that policy changes are made in a timely and accurate manner
- Maintain current account receivable status for assigned clients
- Provide administrative support to the office including mailroom, phone and supply order support
- Experience in a professional capacity in the insurance and/or workers compensation industry
- Experience in an account management or client management role

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

Sincerely,

River Considine