|  |  |
| --- | --- |
| **Robert smith****Claims Administrator** | **Phone**: (123) 456 78 99 **Email**: info@qwikresume.com**Website**: [www.qwikresume.com](http://www.qwikresume.com)**LinkedIn**: linkedin.com/qwikresume**Address**:1737 Marshville Road, Alabama. |

[Today’s Date]

[341 Company Address]
[Company City, State xxxxx]
[(xxx) xxx-xxxx]
[hiring.manager@gmail.com]

Dear [Mr./Mrs./Ms.] [Hiring Manager’s Name],

Upon review of your posting for a Claims Administrator, I developed a strong urge to submit my resume for your perusal. With an extensive experience and knowledge in insurance claims analysis and evaluation – along with my abilities in communication, leadership, and steadfast commitment, I feel confident that I would contribute significantly to \*\*\*\* in this role.

My career spans more than 12 years of experience working for various sectors within the insurance industries, during which I excelled in examining claims, identifying and solving claims issues, approving/denying claims based on my findings, and record keeping. With a proven commitment to ensuring utmost confidentiality and discretion, my strength lies in my project management and problem-solving skills which positions me to thrive as your next Claims Administrator.

A summary of my skills and credentials includes –

* Determining the pros and cons of every policy, and ensuring the clients are entitled to get the correct coverage for their claims
* Discussing the policies with the key stakeholders, and ensuring compliance of the policies with the protocols and guidelines
* Recommending formulation of new policies and changes in the existing policies, and preparing comprehensive proposal reports
* My experience working for several insurance industries propels fantastic communication skills, with an unwavering work dedication
* Solid understanding of the market, ability to interpret statistical trends, and unparalleled research skills
* Tracking and monitoring accidents, thefts, and other recoveries, which was instrumental in recovering $2M as annual recovery proceeds from stolen equipment

With my ability to work on multiple claims, coupled with my experience in claims analysis and processing, I strongly believe that I could quickly surpass your expectations for this position. I am highly motivated and reliable and can put my skills readily to work as I take up to be your next Claims Administrator. Please call me () to arrange an interview. Thank you for your time!

Sincerely

[Your Name]