**Robert Smith**

**Claims Assistant**

**1737 Marshville Road, Alabama, (123)-456-7899, info@qwikresume.com www.qwikresume.com**

[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],

As a motivated, self-driven, dedicated, and enthusiastic professional, I strongly want to join as a Claims Assistant in a company like yours wherein my dedication will significantly contribute to the growth and advancement of your mission. My immense background in the field complemented by my passion for processing insurance will bring about a positive impact on your organization as your new Claims Assistant.

During my tenure previously at \*\*\*\*, I gained a unique combination of abilities that will suit me to take up the next step in my profession. Throughout my professional history, I have consistently exhibited administrative skills in processing claims. That said, I had been having correspondence and documenting claims as part of my job.

Consider the following highlights from my qualifications:

* Delivered assistance to my Claims Manager via phone as required.
* Created and maintained comprehensive claim file notes daily in the database.
* Followed all the instructions from the Claims Handlers.
* Replied and resolved inquiries and queries raised via incoming telephone calls.
* Studied and collected documents to set up claim files
* Coordinated with the underwriting department and other branch locations for claim handling.
* Performed cancelling of bond files as directed.

These qualifications, supplemented with my experience and educational credentials, put me in a place wherein I trust that I can surpass the expectations that you are looking for from your new Claims Assistant.

I look forward to an opportunity to learn more about \*\*\* and to discuss how I can contribute my assets at your place.

Thank you for taking the time to review my credentials.

Sincerely,

[Your Name]