

**Robert Smith**

**Claims Processor**

[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],

I am writing this job application to express my interest in the post of Claims Processor at your company {company name xxxx}. With over three years of work experience in the insurance industry, I have developed exceptional and top-notch attributes that are required to become a competent Claims Processor.

I ensure that the responsibilities assigned to me are discharged within the set time frame. I have a good grasp of the rules and standards. With my interpersonal skills, I easily connect with clients and fellow team members.

Below is the list of responsibilities I carry out at my current workplace:

* Verify the claim requests.
* Analyze the details and process payments or deny the claims on the grounds of the set standards.
* Oversee the claim inventory.
* Respond to clients' inquiries.
* Achieve productivity and quality objectives.
* Maintains and updates the records in the database regularly.

I am grateful for your attention to the subject matter. Attached is my resume, where you can find particulars related to my academic background, prior experience, and accomplishments. I look forward to talking over my appropriateness for the vacant role with you.

Sincerely,

[Your Name]