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| **robert smith**  **Disability Case Manager** | 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],

This is regarding the job opening for the position of Disability Case manager.

I hold a Bachelor’s Degree and have total experience of 5 Years with necessary skills to carry out the job with utmost efficiency.

In the past years, I have worked with over 200 plus clients and helped them file the claims and get the full amount filed in the claim files. I have a very good understanding of -

* Organizing and implementing claim file workflows and effectively process the files as when they are received.
* Calculating and accurately maintaining the documents to calculate the lump sum amount to be given to the client.
* Keeping claimant records and information confidential and safe.
* Maintaining the compliance.
* Following all the laws and rules related to getting disability claims.
* Responding to all the queries raised by the claimant with the true and correct information.

I would like to Thank you in Advance for considering my job application and if given a chance I can prove to be an asset to your company.

Waiting for your reply.

Sincerely,

[Your Name]