

John Doe

Home: (435) 555-2277 – Mobile: (435) 555-2377

johndoe@email.com

Gateway Apartments, 3115 Lincoln View Blvd., #802, Cedar City, UT 84720

July 1, 2017

Ms. Caroline D. Mateo
Vice President of Claims
Monticello Insurance Solutions
2759 Breakaway Drive SW, Suite 1007
San Diego, CA 92113

Dear Ms. Caroline Mateo:

While attending a community gathering two weeks ago I spoke the Bob Anderson who is a Director at Monticello Insurance Solutions. After discussing my diverse experience as a Claims Analyst he encouraged me to apply for the open position as a Claims Analyst Supervisor for Monticello Insurance Solutions. After looking into the jobs qualifications and skills you are seeking, and learning more about your company, I was excited about applying for this position and I feel that I would be a great fit.

I have *2 years of experience* as a Claims Analyst progressing from a Summer Intern to Claims Analyst I during this time. My *experience is diversified* allowing me the capability of working in various types of insurance and claims processes including Claims Analyst, fraud, risk management, training and development, claims management, claims auditing, field auditing, and many more. The quality of my work is evident by my appointment as *mentor/trainer* to others in my unit within one year of becoming a Claims Analyst I. I pride myself in quality work and *leadership* which is evident by recording a 100% on-time reporting and compliancy rating.

I hope that you will carefully consider my enclosed resume as I am excited about the potential of bringing my passion for claims to a quality company such as Monticello Insurance Solutions. I am readily available for an interview and look forward to hearing from you.

Sincerely,

John Doe