

October 3, 2013

Mr. Sam Jones
Recruiter
Nationwide Insurance
1 Nationwide Plaza
Columbus, Ohio 43215-2220

Dear Mr. Jones:

I am writing to express interest in the Claims Supervisor position posted on Insurancejobs.com. I have worked as an insurance professional, specifically in the claims department for a major insurance company, for seven years and I feel that I would be an asset to your organization.

Your company has the reputation for being responsive and turning around claims in an efficient and timely manner. During my work in the industry, my focus has been to minimize delays and respond as quickly as possible to all policyholder calls and questions. I also appreciate the fact that your automated claim system removes much of the administrative work of handling claims, so that claims representatives can focus on moving claims along the process much faster. In my previous position as claims coordinator, I led a team of five representatives and instituted many improvements that increased our processing and response times. Leading a diverse group of people was a challenge that I relished and I feel that I handled well. We worked well together as a team and frequently led our department in service stats. I have excellent customer service skills, and I am highly organized and efficient. I have been able to meet all deadlines. My resume is enclosed and will provide you with more detailed information about my education, skills, and experience.

I welcome the opportunity to meet with you to learn more about this job opportunity and discuss how I would be able to assist you as claims supervisor. I will follow up with you by phone next week to ensure that you have received my information. Please call me if you have any questions.

Thank you for your consideration and I look forward to speaking with you.

Sincerely,

Mary Johnson
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Columbus, Ohio 43210
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