

"T" COVER LETTER FORMAT

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January 4, 20__

Travelers Insurance
Human Resource Department
One Tower Square
Hartford, CT 06183

Dear Human Resource:

I am very interested in the open Workers Compensation Case Manager position located in St. Paul, Minn., advertised on your company website on January 4, 20___. Having related experience in the medical, legal and business industry makes me a qualified candidate for your needs.

Your Needs

- Workers compensation experience
- Management of files
- Claim resolution
- Negotiation/settlements

My Qualifications

- High volume workers compensation claims
- File management/case management
- Handled resolution 150+ files
- Evaluation of claim settlement

To aid your efforts in qualifying possible candidates, I have attached a detailed resume for your review. I am confident you will find my background and experience an excellent match for the talents you are seeking. I welcome the opportunity to speak with you in person about my qualifications and look forward to your response. Thank you for your consideration.

Sincerely,

Molly McGinnis
Encl.