

Cover Letter 2

111 Main Street
Anytown, Ohio 43060

October 20, 2001

Debra Jones, Human Resources
Bureau of Workers' Compensation
16 West Spring St
Columbus, Ohio 43221

Dear Ms. Jones:

Enclosed is a copy of my résumé in response to your advertisement for a claims manager in the October 16, 2001 Columbus Dispatch.

With more than 15 years of experience in insurance claims and a proven record of accomplishments, I believe I am qualified for this position. In the past three years, as the Director of Claims at the Nationwide Insurance Company, I have honed my communications and teamwork skills. In that position, I have helped develop company-wide policy and procedures for worker claim payments, durable goods procurement and service agreement purchasing. I also am responsible for a staff of 15, and have worked with several key departments in the company. My experience includes:

- Staff training
- Contract negotiations, supplies and equipment
- Durable equipment evaluation and purchasing
- Expertise in computerized management of materials, spreadsheets, databases, word processing and other projects
- Health care management and systems consulting

I look forward to discussing my background and accomplishments with you and learning more about your needs. I can be contacted during the day at (614) 555-1212, or you may leave a message with my answering service at (614) 555-2121.

Thank you for your consideration.

Sincerely,

Joel Jamison, BA

Enclosures: Application and resume