

Danielle Nichols

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Month DD, YYYY

Karen Smith
Human Resource Manager
Humana
1100 Employers Road
Green Bay, WI 54344

Dear Karen Smith:

I am writing to apply for the position of Claims Cost Management Specialist advertised on the Humana job web site. The enclosed resume illustrates how my qualifications are an excellent match for the position's requirements.

Position Requirements

- Associate Degree in related area
- Customer service skills
- Working knowledge of various insurance plans and accounting
- Analyzing and problem-solving
- Communication skills

My Qualifications

- Both Associate Degree in Accounting and Medical Business Specialist Certification with continued training in medical insurance
- Two years of customer service experience in a medical office patiently servicing adults of all backgrounds; two additional years serving customers within retail and food industries
- Verified, reviewed, and billed insurance claims for four physicians; Assisted in accounts payable and receivable for retail business; practiced all areas of accounting in coursework for Financial Accounting and Cost Accounting
- Analyzed hundreds of claims, payments, and reviews; resolved patient tracking information problems by creating new spreadsheet; Developed new take-out procedures for restaurant.
- Developed excellent phone, verbal and listening skills with customers; maintained good rapport with patients, physicians, supervisors, and staff

I am confident that my skills, experience and education would make me a great Claims Cost Management Specialist and I would appreciate the chance to meet with you and discuss this position further. I will contact you after the posted application deadline to discuss that possibility.

Thank you for your consideration. I look forward to our discussion.

Sincerely,

Danielle Nichols