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To Whom It May Concern:

I am writing to apply for the position of Auto Claims Representative with Liberty Mutual Insurance. I am a professional with six years of experience in the rental car industry. In this position, I was exposed to many facets of the automobile industry, in particular the auto claims portion. Therefore I firmly believe my skills are highly transferable in this field.

I am detail-oriented and organized, as well as an excellent communicator. I have always been praised for my superior customer service skills and ability to handle stressful situations. I believe that these skills will make me an excellent asset to situations that require a steady and calm approach. I would love to showcase these attributes at Liberty Mutual Insurance as an Auto Claims Representative.

The enclosed resume will give you additional background information. I am confident that you will find me to be a qualified applicant for your Auto Claims Representative position. I hope to speak with you regarding my skills very soon and welcome you to contact me by phone or email to arrange an interview. Thank you in advance for your time and consideration.

Sincerely,

John S. Menard