John Menard

5372 Starboard Street Apt 302

Orlando, Fl 32814

December 14th, 2018

I am writing to explore the possibility of employment Auto Subrogation Claims Adjuster with North American Risk Services

Previously, I’ve managed the sales activities of three large car rental brands, Enterprise, Alamo and National, as well as airport operations. I have extremely strong communication and organizational skills and I also utilize my ability to delegate responsibility to keep the entire operation running smoothly. I have extensive experience utilizing spreadsheets to track sales, which allows me to set goals and track my employees progress. I have exceeded at every level at my current career, for which I was rewarded an opportunity to manage the second largest branch in the Orlando group. I believe my extensive experience in customer service and attention to detail will transfer effectively to meet the needs of your organization.

The enclosed resume will give you additional background information. I would appreciate the opportunity to meet with you to further discuss my qualifications and career opportunities. Thank you for your consideration.

Sincerely,

John S. Menard