November 9th, 2016

“who you are sending it to”

“office/department you are sending it to”

“location you are sending it to”

Dear “who are you addressing?”,

I am writing regarding the possibility of employment as an “what are you applying for” at “where are you applying” in “what city are you applying”

#### In May of 2016, I graduated from the University of Central Florida with my Bachelor’s degree in Interdisciplinary Studies. This unique degree has allowed me to integrate Business Administration, Communications and Education into various industries with a proven track record for success.

#### In my current position at the Hartford Insurance Group I manage over 100 claimants planning, recommending, and executing the investigation and disposition of claims. I have extremely strong communication and organizational skills which allows to provide not only excellent customer service but an inviting and team driven environment for my coworkers. Additionally, I have extensive experience in administrative positions ranging from collaboration with leaders and peers alike. These distinctive opportunities have allowed me to hone my skills in delivering outcomes and exceptional customer service.

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,

“Your name”

“Your address”

“Your phone number”

“Your email”