[Your Name] [Address] [City, State, ZIP] [Phone Number] [Email]

Objective: Seeking a Veterans Service Representative position to utilize my skills and experience in analyzing claims, adjudicating benefits, and providing excellent service to veterans and their families.

Education: Bachelor of Science in Social Work [University Name], [City, State] Graduated: [Month, Year] GPA: [Your GPA] Superior Academic Achievement

Master of Public Administration (In progress, expected completion: [Month, Year]) [University Name], [City, State]

Work Experience: Benefits Specialist [Company Name], [City, State] [Month, Year] – [Month, Year]

* Assisted in determining eligibility for various benefits and programs such as disability, worker and unemployment insurance compensation, insurance, loans, education, and retirement programs.
* Interpreted laws, regulations, and procedures to analyze evidence and make recommendations for claims processing.
* Reviewed claims cases to ensure compliance with relevant laws and regulations.
* Communicated with claimants to inform them of evidence requirements and further processing of claims.
* Utilized electronic data processing systems for inputting data, processing claims, and generating automated correspondence.

Volunteer Experience: Volunteer, Veterans Affairs Office [Organization Name], [City, State] [Month, Year] – [Month, Year]

* Assisted veterans in understanding and accessing benefits and related programs.
* Conducted interviews with veterans and their representatives to gather necessary information for claims processing.
* Provided support in reviewing claims and case materials to ensure compliance with VA laws and regulations.

Skills:

* Strong knowledge of VA laws, regulations, and procedures related to benefits and entitlements.
* Excellent analytical skills for evaluating evidence and adjudicating claims.
* Effective communication and interpersonal skills for conducting interviews and explaining complex information.
* Proficient in electronic data processing systems for claims processing and correspondence.
* Ability to review and interpret complex legal documents and apply them in the adjudication process.

Certifications:

* Selective Service Registration

Other Requirements:

* U.S. citizen
* Willing to undergo a background/suitability investigation
* Willing to serve a probationary period
* Willing to complete an Optional Form 306, Declaration for Federal Employment
* Direct deposit for federal salary payments

References available upon request