

June 6, 2016

Tracy Smith
State Farm Insurance
Human Resource Department
456 Freedom Lane
Oklahoma City, Ok 73120

Dear Ms. Smith,

It is with great interest that I am applying for the position of Claims Representative Sr.- Workers Compensation. You will find that I have completed the online application process and I have included the necessary attachments that are required for this position.

My experience as an auto appraiser and managed repair representative have prepared me to contribute to your organization. With my skills as an effective communicator, negotiator, and investigator, I will be able to effectively make the best decision in deciding the outcome of each claim. I am also confident that my experience working with CCC Pathway Estimating Software as well as Adjuster Microsoft Office Suite will help me transition quickly with any and all software programs that are used at your company.

I believe that customer service is one of the most important skills in this industry. My background working with clients at both Progressive and Travelers Insurance, has greatly enhanced my skills in this area. Also I feel that my past experiences have prepared me to work well with deadlines as well as taking on multiple tasks and completing them on time.

I would appreciate the opportunity to further discuss my qualifications with you. I can be reached at 405-542-6789 or levi.smith@mail.edu. Thank you for taking the time to consider me for this position. Best wishes on your search.

Sincerely,

Levi Smith

Levi Smith