

## MILLIE TUCKER

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October 4, 2018

Hiring Manager  
United Health Group  
Kingston, NY 12401

Dear Hiring Manager:

Your advertisement for a position as a claims representative captured my interest as my background, skills and experience would make me an immediate asset to your team.

As my resume indicates, I have been involved in customer-centered activities throughout my career. My extensive experience with customer service enables me to communicate well with customers in ways that build positive relationships that are profitable for everyone. In addition, my formal training in communication further enhances my ability to interact productively and professionally with customers, no matter what the situation requires. I possess the ability to accurately multi-task while maintaining a pleasant demeanor with customers and co-workers. I work well collaboratively in all environments.

I am also proficient in using Microsoft software to accomplish daily tasks.

My commitment to excellence will drive me to deliver the best health claims experience possible to fulfill the needs of customers.

I look forward to the opportunity to discuss this vital position further. Thank you.

Sincerely,

Millie Tucker

*This cover letter was created using the template*