CHRISTIAN RIVERA

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Oct 26, 2026

Dear Hiring Manager,

I am writing to express my interest in the Claims Adjuster position at ABC Insurance Company. With a Bachelor of Arts in Business Administration and a year of experience as a Customer Service Representative, I possess a strong foundation in business principles along with essential skills that align well with your company's commitment to integrity and customer-centricity.

In my previous role, I developed effective communication and interpersonal skills while assisting clients with their inquiries. My detail-oriented nature allows me to meticulously investigate situations, ensuring that all relevant information is gathered for accurate assessments. I pride myself on being an analytical thinker who approaches challenges with empathy, particularly when dealing with sensitive client concerns—qualities that resonate with ABC Insurance Company's mission.

My ability to manage time efficiently enables me to handle multiple tasks without compromising quality. I thrive in collaborative environments and understand the importance of transparency during negotiations. This adaptability positions me well within your team as we strive towards providing reliable insurance coverage and support for our clients.

I am excited about the opportunity to contribute positively to ABC Insurance Company by utilizing my problem-solving abilities and dedication to exceptional service standards. Thank you for considering my application; I look forward to discussing how my background can align with the goals of your esteemed organization.

Sincerely,
Christian Rivera