Michael Lee

Lakeside, CA 92040 ◆ (555)555-5555 ◆ michael.lee@monster.com

Oct 26, 2026

Dear Hiring Manager,

I am writing to express my interest in the Insurance Analyst position at ABC Insurance. With a Bachelor of Science in Insurance and Risk Management, coupled with two years of experience as a Claims Adjuster, I have developed a strong foundation in risk assessment and claims management that aligns well with your company's mission of providing tailored coverage options and exceptional customer service.

In my previous role, I honed my analytical skills while processing claims and identifying potential fraud, which required meticulous attention to detail and effective communication. My ability to interpret complex data has enabled me to prepare comprehensive reports that facilitate informed decision-making among stakeholders. Collaborating closely with colleagues across departments has not only enhanced my teamwork skills but also reinforced my commitment to achieving shared goals.

I am particularly drawn to ABC Insurance's values of integrity and proactive risk management. I resonate with your dedication to empowering clients by equipping them with the necessary knowledge for informed insurance decisions. My detail-oriented nature drives me to stay updated on industry regulations and best practices, ensuring compliance while fostering operational efficiency.

I am eager for the opportunity to contribute as part of your team, utilizing my problem-solving abilities within a collaborative environment at ABC Insurance. Thank you for considering my application; I look forward to discussing how I can support your continued success.

Sincerely,
Michael Lee