

Jordan Alexander Smith

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Acme Corporation

RE: Career Change Claims Adjuster

Dear Hiring Manager,

I am writing to express my enthusiasm for the Career Change Claims Adjuster position at Acme Corporation, which I learned about through your company's careers page. With a strong background in client relations and analytical problem-solving, I am eager to apply my skills in a new context that aligns with my passion for helping others navigate complex situations.

In my previous role as a Customer Service Manager at XYZ Services, I successfully resolved customer disputes by implementing a structured resolution process that decreased complaint resolution time by 30%. This experience honed my ability to assess situations critically and communicate effectively with diverse stakeholders, skills that I understand are crucial for a Claims Adjuster. Additionally, I spearheaded a training program for new hires focused on compliance and documentation practices, which improved our team's overall efficiency in processing customer claims by 25% over six months.

I am particularly drawn to Acme Corporation because of its commitment to providing exceptional service and support to clients in their times of need. I am excited about the opportunity to bring my unique perspective and organizational skills to your team, ensuring that claims are managed efficiently and fairly. I would welcome the chance to discuss how my background and skills can contribute to the continued success of Acme Corporation and help clients achieve peace of mind during the claims process.

Thank you for considering my application. I look forward to the possibility of discussing this exciting opportunity with you further.

Sincerely,

Jordan Alexander Smith