

Jordan Taylor

January 16, 2026

Acme Corporation
RE: Claims Adjuster

Dear Hiring Manager,

I am writing to express my enthusiastic interest in the Claims Adjuster position at Acme Corporation, as advertised on LinkedIn. With a robust background in claims processing and a strong commitment to customer service, I am excited about the opportunity to contribute to your esteemed team.

In my previous role at XYZ Insurance, I successfully managed a high volume of claims, averaging over 100 claims per month, while maintaining an accuracy rate of 98%. My attention to detail and analytical skills enabled me to identify discrepancies and investigate claims thoroughly, resulting in a 30% reduction in claim processing time. Additionally, I took the initiative to develop a training program for new hires, which improved their onboarding experience and helped reduce errors by 20% in the first three months of their employment.

Furthermore, I excelled in negotiating settlements with claimants, ensuring fair and timely resolutions. One notable achievement was resolving a complex property damage claim that involved multiple parties and substantial financial implications. Through effective communication and mediation, I was able to reach a settlement that satisfied all parties involved, enhancing client relationships and fostering trust in our services.

I am eager to bring my expertise in claims adjustment to Acme Corporation and contribute to your commitment to excellence. I look forward to the possibility of discussing this exciting opportunity with you further. Thank you for considering my application.

Sincerely,

Jordan Taylor