

# Jordan M. Thompson

January 16, 2026

Acme Corporation

RE: Promotion Claims Adjuster

Dear Hiring Manager,

I am excited to apply for the Promotion Claims Adjuster position at Acme Corporation, which I discovered on your careers page. With a robust background in claims management and a passion for delivering exceptional service, I am eager to contribute to your team and help streamline the promotion claims process to enhance customer satisfaction.

In my previous role as a Claims Adjuster at XYZ Insurance, I successfully managed a portfolio of over 300 claims, achieving a 95% resolution rate within the first 30 days of each claim's initiation. My focus on thorough investigation and effective communication not only improved client retention but also played a critical role in reducing claims processing time by 20%. Additionally, I spearheaded a training program for new adjusters that emphasized best practices in claims evaluation, leading to a measurable increase in team efficiency and accuracy.

I am particularly drawn to this role at Acme Corporation because of your commitment to innovation in the insurance industry. I am eager to leverage my analytical skills and attention to detail to review and process promotion claims, ensuring they are handled with the integrity and speed that your customers expect. I believe that my track record of exceeding performance metrics, combined with my strong collaborative skills, will make me a valuable asset to your team.

I look forward to the opportunity to discuss how my background, skills, and enthusiasms align with the goals of Acme Corporation. Thank you for considering my application. I hope to speak with you soon.

Sincerely,

Jordan M. Thompson