

First & Last Name

Summary

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John Doe

Summary

- ” *2 years of experience*
- ” *Diversified experience*
- ”
- ” *Technologically savvy*
- ” *Spanish* *skilled interpreter*

Education

- B.S., Business Administration (Management)** **April 2022**
Southern Utah University
- ” *Spanish*

Experience

- Claims Analyst I, Optimum Care Insurance** **January 2019 – Present**
- ”
- ”
- ” *responsibilities increased*
- ” *100% on-time reporting and compliancy rating*

Summer Internship, N-2.3hd Td[C 19 p2 0.8l -cl.005Tw Pi -400c 0 4e20d.7Hd(T14ud-12.T14ud-12.T14ud-12.T14ud-



List of Action Verbs for Resumes & Professional Profiles

Management/
Leadership Skills

administered
analyzed
appointed
approved
assigned
attained
authorized
chaired
considered
consolidated
contracted
controlled
converted
coordinated
decided
delegated
developed
directed
eliminated
emphasized
enforced
enhanced
established
executed
generated
handled
headed
hired
hosted
improved
incorporated
increased
initiated
inspected
instituted
led
managed
merged
motivated
organized
originated
overhauled
oversaw
planned
presided
prioritized
produced
recommended
reorganized
replaced
restored
reviewed
scheduled streamlined

First & Last Name

Phone Number | Email address • Personalized LinkedIn URL

References

Firstname Lastname

Position Title

Organization

123 Any St

City, ST 84720

555.555.5555

email@email

Firstname Lastname was my ___ while I worked as ___ for ___ from YYYY to YYYY.

Firstname Lastname

Position Title

Organization

123 Any St

City, ST 84720

555.555.5555

email@email

Firstname Lastname was my ___ while I worked as ___ for ___ from YYYY to YYYY.



John Doe

Home: 435.555.2277 • Mobile: 435.555.2377 • johndoe@email.com • linkedin.com/in/samplename

References

Thomas Smith

Executive Manager
Optimum Care Insurance
123 Midvalley St.
Salt Lake City, UT 84044
888.555.9999
ocitsmith@email.com

Thomas Smith is my executive manager in my current position as Claims Analyst at Optimum Care Insurance from January 2019 to Present.

Jocelyn Miller

Provider Relations Supervisor
Nightingale Health System
555 East Frontage St.
Salt Lake City, UT 84046
888.555.9999
j.miller@email.com

Jocelyn Miller was my direct supervisor while I worked as an intern for Nightingale Health System from 2017 to 2018.

Dr. Erick Whittaker

Business Administration Professor
Southern Utah University
351 West University Blvd.
Cedar City, UT 84720
888.555.9999
erickwhittaker@email.com

Dr. Erick Whittaker is my Business Administration Professor at Southern Utah University from Spring 2018 to Present.



First & Last Name

Phone Number • Email address • Personalized LinkedIn URL

Date

The header on your cover letter should exactly match the header on your resume.

Name of Addressee

Position of Addressee

Company Name

Company Address

City, State, Zip

Never use "To Whom It May Concern". If you don't know their last name or position title, it is acceptable to use "Dear Hiring Manager" or "Dear Selection Committee".

Dear Mr. / Ms. / Mrs. / Dr. Lastname (or Position Title):

First paragraph: Explain why you are writing. State the exact position you are applying for and how you found out about it. Find company specific information and relate it to your interests.

Second paragraph: Explain the reasons why you are a unique and strong candidate for the position. Use the qualifications and duties sections of the job ad as your guide to target your information. Remember, the employer will look at your resume next, so do not just repeat what they will see in your resume. Keep this section concise (same for the entire letter do not exceed one page total) while highlighting your skills, experiences, characteristics, and/or accomplishments which make you a great candidate for the job.

Last paragraph: Ask for an interview, say thank you, and let them know when you are available. For example "Thank you for taking the time to consider my resume. I am readily available for an interview and look forward to hearing from you."

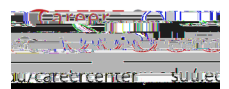
Sincerely,

Signature

Your Typed Name



Extra Cover Letter Help! Scan here or visit:
<https://www.suu.edu/careercenter/coverletter.html>



John Doe

Home: 435.555.2277 • Mobile: 435.555.2377 • johndoe@email.com • linkedin.com/in/johndoe

July 1, 2020

Ms. Caroline D. Mateo
Vice President of Claims
Monticello Insurance Solutions
1234 Breakaway Drive SW, Suite 123
San Diego, CA 92113

Dear Ms. Mateo:

At a community gathering two weeks ago, I spoke with Bob Anderson, a Director at Monticello Insurance Solutions. After discussing my diverse experience as a Claims Analyst, he encouraged me to apply for the open position as a Claims Analyst Supervisor. Based on your organization's reputation of providing excellent customer service and a friendly work environment, I am excited to apply for this position, and feel that I would be a great fit for your team.

I have two years of experience as a Claims Analyst, progressing from Summer Intern to Claims Analyst I during this time. My diversified experience allows me to

