

Management Letter

Your Full Name,
Street Address,
Suburb, Province, postcode
Tel: Your contact numbers

Date
Mr/Ms Full Name,
Position Title,
Company Name,
Street Address,
Suburb, Province, postcode

Dear (correct name of contact),

I wish to apply for the position of Claims Manager as advertised on www.aimlabour.co.za on June 2005.
Job reference number XYZ.

I have enclosed my resume to provide you with an overview of my experience and training. I have 8 years experience working in an administrative environment at a supervisory level and a solid commitment to this important in house function. My most recent position has provided me with two years claims experience as team leader of 20 staff.

I wish to build on my achievements and take on a Claims supervisory position. To assist me in this goal I have recently completed a six-month course in Claims Administration and insurance practices. As a result, I can offer you a combination of practical experience and up to date theoretical knowledge.

I would be very pleased to discuss my application further with you at your convenience. If you require any further information, please contact me using the details that I have provided above.

Yours sincerely,

(signed)

Your Name

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