

# BRUCE P. JENKINS

1234 Careers Boulevard • Fargo, ND 58102 • Home (123) 456-7890, Mobile (908) 765-4321, brucejenkins@email.com

---

August 15, 2007

Mr. Jack Hanson  
Vice President Recruitment, Finance  
The Booth Group  
813 Financial Square  
Fargo, ND 58102

Dear Mr. Hanson:

For the past 20+ years I have developed a highly successful career in the insurance industry. Through a series of promotions, awards and the completion of highly specialized projects I have gained knowledge and experience particularly in the areas of managed care and workers' compensation. I am seeking a new opportunity where I can utilize my technical expertise in the marketing of managed-care portfolios or the command of a workers' compensation division.

As you will see, my résumé does more than recite job titles and duties. It is focused on career highlights that demonstrate my measurable skills, abilities and qualifications. I have become a respected and sought-after resource in the areas of managed-care products and services, catastrophic injury cases, workers' compensation, due diligence and operational review.

While employed at Provident Insurance Company, I succeeded in developing strong working relationships with both branch office and division personnel because of my strong communication skills and presentation style. Several colleagues and supervisors have commended me for my interpersonal and organizational skills. I became a respected resource for difficult cases. I enjoy intensive self-study when learning new positions to ensure I am performing to the best of my ability. I also learn quickly. For example, when I was hired by National Reinsurance I had little understanding of catastrophic injury claims. Through research and networking I acquired the knowledge to become a recognized expert in this area of workers' compensation claims. Through a series of fortunate circumstances, my most recent position has afforded me the opportunity to combine my existing knowledge and my creativity to develop new products and services to greatly expand National Reinsurance.

My employment thus far has been with well-established and highly-regarded companies. I take great pride in my work and my employer as demonstrated by my personal fundraising campaign for the United Way company walk-a-thon. I have infectious enthusiasm that motivates others to perform well.

I am excited about the possibility of a new position and am confident my experience in managed-care portfolios and workers' compensation will be of benefit. I look forward to hearing from you to discuss my qualifications further. Thank you for your time and assistance in my pursuit of a new position.

Sincerely,

*Bruce P. Jenkins*

Bruce P. Jenkins

Enclosure