August 21, 2014

Dear Hiring Manager,

I am submitting my resume for consideration and to express my interest in the open position of Insurance Customer Service Representativeavailable in your corporate offices in Clifton Park. My background of seven years’ experience of providing these types of payroll and services is with various industries including industrial construction, veterinarian hospitals and growing small and medium sized businesses in our community as a certified HR Generalist with Keena; a Professional Employers Organization. Among my multi-tasking duties were incorporating businesses, gathering and providing certificates of coverage on behalf of clients for General Liability, prepping and handling audits, safety training and development, searching out and making applications for Industry specific Safety groups, accident and forms with reporting for workers compensation and Disability. The abilities I would like to lend to your company are successfully implementing programs and creating efficiencies which have resulted in expanding the reach of past employers/companies which demonstrate my business acumen. I have respect for a company that invests in its employees’ health and wellness as this supports safety and fosters an investment which builds company morale and engagement. I would like to be considered for a position that would allow me to use my passion for motivating people, along with my strong communication skills, and drive to grow - tempered with risk management and safety to be a contributing team member with GTM Payroll Services.

I would relish the opportunity to speak with you in regards to being considered for the position; I can be reached using the contact information below.

Respectfully,

Sherry Barnaby

Sherry L. Barnaby

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