

**John Smith**  
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**Objective:** Interested in the position of an Insurance Sales Agent for a leading Insurance Company.

**Key Skills:**

- Great negotiating skills & sales skills
- Great customer service & communication skills.
- Ability to gain customer confidence in the shortest span of time and build customer relations.
- Ability to assess every different customers' needs.
- In-depth knowledge of the insurance sector and insurance sales.
- Able to effectively meet sales goals.

**Experience:** GPL Insurance Co. Pvt LTD New York  
**Insurance Sales Agent** 3/3/2009 to Present

- Planned and oversaw incorporation of insurance program into bookkeeping system of company.
- Sought out new clients and developed clientele by networking to find new customers and generated lists of prospective clients.
- Monitored insurance claims to ensure they were settled equitably for both the client and the insurer.
- Selected company that offered type of coverage requested by client to underwrite policy.
- Performed administrative tasks, such as maintaining records and handling policy renewals.
- Conferred with clients to obtain and provide information when claims were made on a policy.
- Ensured that policy requirements were fulfilled, including any necessary medical examinations and the completion of appropriate forms.
- Developed marketing strategies to compete with other individuals and companies who sold insurance.
- Explained features, advantages and disadvantages of various policies to promote sale of insurance plans.
- Interviewed prospective clients to obtain data about their financial resources and needs, the physical condition of the person and property to be insured, and to discuss any existing coverage.
- Sold various types of insurance policies to businesses and individuals on behalf of insurance companies, including automobile, fire, life, property, medical and dental insurance and specialized policies such as marine, farm/crop, and medical malpractice.
- Explained necessary bookkeeping requirements for customer to implement and provide group insurance program.
- Installed bookkeeping systems and resolved system problems.

- Inspected property, examining its general condition, type of construction, age, and other characteristics, to decide if it was a good insurance risk.
- Calculated premiums and established payment method.
- Called on policyholders to deliver and explain policy, to analyze insurance program and suggest additions and changes, and to change beneficiaries.
- Responded to written and telephone requests for <what>.
- Contacted underwriter and submitted forms to obtain binder coverage.
- Customized insurance programs to suit individual customers, often covering a variety of risks.
- Attended meetings, seminars and programs to learn about new products and services, learned new skills, and received technical assistance in developing new accounts.

**Education:** State University of New York  
**Bachelors Degree in Marketing** New York  
2009

**References:** Available upon request