

**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:**

3/3/2009  
to Present

**GPL Insurance Co. Pvt LTD**

**New York**

*Insurance Sales Agent*

- ◇ 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,

