### John Smith

123 Elm Street New York 999-999-9999 johnsmith@xyz.com

**Objective:** Interested in the position of an Insurance Sales Agent for a leading

Insurance Company.

**Key Skills:**  $\Diamond$  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** 

esent 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,

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- 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 New York

Bachelors Degree in Marketing 2009

**References:** Available upon request