**Jenny Austin  
Insurance Agent**

123 Your Street, Your City, ST 12345, (123) 456-7890, email@maxresumes.com

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4th September 20XX

[Hiring Manager]

123 Address St

Anytown, ST 12345

Dear [Hiring Manager],

I am writing to apply for the Insurance Agent position at [Company Name], as recently advertised on [Job Board Name]. With my four years of experience in the insurance industry, I am confident I am the right candidate for the role.

My current role as an Insurance Agent at [Company Name], has allowed me to develop and hone my skills in the necessary areas of customer service, sales, and insurance knowledge. I have an impeccable track record of success in helping customers find the best insurance coverage that meets their needs, while still staying within their budget.

I am confident I would be an asset to your organization, and am excited to apply my knowledge and expertise to the position. I am highly experienced in customer service and am adept at developing and sustaining long- term relationships with clients. I am also knowledgeable and efficient in examining policies, contracts and coverage to help customers make informed decisions that meet their needs. Additionally, I am conversant in various insurance regulations and am able to explain complex insurance information in a clear and concise manner.

I have enclosed my resume, which provides more details regarding my background and experience. I am confident that I would make an excellent addition to your organization and I look forward to discussing the position further.

Thank you for your time and consideration.

Sincerely,

**Your Name**

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