**INSURANCE AGENT RESUME**

Robert V. Sutliff

2604 Turkey Pen Road

New York, NY 10016

Phone: 917-264-5303

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**CAREER OBJECTIVE:**

Interested in working as a life insurance agent for “Reliable Insurance company,” and help sell insurance policies to people.

**SUMMARY OF SKILLS:**

* Outstanding communication, interpersonal, and data entry skills
* Ability to manage time and complete daily sales target in office hours
* Skilled in gathering and interpreting information and advising clients on which insurance to buy
* Confident, hardworking, and enthusiastic person with sound telephone etiquettes
* Sound knowledge of insurance features and specification and legal implications involved
* Excellent analytical, customer service, and insurance products sales skills

**WORK EXPERIENCE:**

**Life Insurance Agent**

ABC Family Insurance, New York, NY

October 20XX - Present

* Meeting customers interested in buying insurance and gathering information on health,family, finance, and lifestyle
* Assisting customers in filling up questionnaire and completing the application forms
* Assessing insurance needs of customers, and calculating amount to be insured
* Requesting and arranging for medical checkup of the insurance purchaser with the list doctor/clinic
* Explaining policy features and the benefits the beneficiary will be getting about the death of insured
* Presenting different insurance options and the types of premiums associated with them

**Life Insurance Agent**

Sound Mind Insurance Company, New York, NY

February 20XX - September 20XX

* Sold life insurance policies to over 400 people and achieved annual sales target
* Calculated premium for sum assured amount and explained payment options
* Explained benefits the family would be enjoying after the death of the insured
* Reviewed and evaluation information provided by customers and proceeded for sales
* Assisted customers in choosing the right life insurance policy that took care of the entire family members
* Updated knowledge of life insurance products and shared with customers

**EDUCATION:**

**Bachelor's Degree in Business**

ABC University, New York, NY

20XX

**Certified Life and Health Insurance Agent**

State Insurance Board, New York, NY

20XX