**Robert Smith**

**Insurance Underwriter**

**1737 Marshville Road, Alabama, (123)-456-7899, info@qwikresume.com www.qwikresume.com**

[Today’s Date]

[341 Company Address]  
[Company City, State xxxxx]  
[(xxx) xxx-xxxx]  
[hiring.manager@gmail.com]

Dear [Mr./Mrs./Ms.] [Hiring Manager’s Name],

Upon hearing your requirement for Insurance Underwriter, I felt compelled to submit my job application for the same. My expertise lies in offering exceptional customer service, along with conducting risk and credit assessment. With the experience of 3+ years, I am confident of surpassing your job expectations.

Here's the highlight of my current work responsibilities for you to review:

* Assess and evaluate the applications for insurance policies.
* Ascertain the extent of risk when compared to the guidelines of the available policies.
* Answer the client's inquiries over phone calls and emails.
* Develop quotations and submissions.
* Provide assistance to the co-workers in resolving complex issues.
* Handle the policy cancellation process.
* Guide and train the new associates.
* Conduct field audits, surveys, and inspections and thereafter implement suitable decisions.

I have developed superior reviewing life insurance applications and pass my approval or rejection based on my risk evaluation. I tend to process insurance renewal, cancellation, and endorsements. I have successfully minimized losses and improved revenue generation for the current firm.

Superb negotiation and persuasion, unparalleled decision-making, and outstanding time-management are the traits that make me well-positioned to become your next Insurance Underwriter.

Thank you for considering me as a prospective candidate for the vacant profile. I am attaching my updated resume to provide advanced information about my educational qualification and professional achievements. I would truly appreciate a further chance to explain my related strengths.

Best Regards,

[Your Name]