

Jordan Taylor

January 16, 2026

Acme Corporation

RE: Entry Level Insurance Agent

Dear Hiring Manager,

I am excited to apply for the Entry Level Insurance Agent position at Acme Corporation, which I discovered on your careers page. With a strong passion for helping others and a keen interest in the insurance industry, I believe I would be a valuable addition to your team. My educational background in finance and customer service experience make me well-suited for this role as I embark on my professional journey in insurance.

During my time as an intern at a local financial services firm, I successfully assisted in developing and implementing a customer outreach program that improved client engagement by 30%. This experience honed my communication skills and taught me the importance of building trust with clients - a critical aspect of the insurance industry. Additionally, I completed a project in my insurance principles course, where I analyzed different insurance policies and presented my findings to peers, receiving commendation from my professor for clarity and depth of analysis. These experiences have prepared me to handle client inquiries and provide tailored insurance solutions at Acme Corporation.

I am eager to discuss how my background, skills, and passion for customer service can contribute to the success of your team. I am particularly impressed with Acme Corporation's commitment to enhancing client experiences through innovation in insurance services. Thank you for considering my application; I look forward to the opportunity to speak with you further.

Sincerely,

Jordan Taylor