

Jordan A. Mitchell

January 16, 2026

Acme Corporation
RE: Insurance Agent

Dear Hiring Manager,

I am writing to express my enthusiasm for the Insurance Agent position at Acme Corporation as advertised on your company's careers page. With a solid background in insurance sales and a passion for helping clients navigate their insurance options, I am excited about the opportunity to contribute to your team and uphold the high standards of service Acme Corporation is known for.

In my previous role as a Senior Insurance Sales Representative at XYZ Insurance, I consistently surpassed sales targets, achieving 120% of my annual quota. My ability to build strong relationships with clients allowed me to identify their unique needs and tailor insurance solutions accordingly. For example, I successfully implemented a referral program that increased new client acquisition by 30% within six months. Additionally, my commitment to ongoing education in the industry enabled me to provide clients with up-to-date information on policy changes and new coverage options, which significantly enhanced their trust and satisfaction.

Moreover, I pride myself on my strong negotiation skills, which were pivotal in closing high-value deals. One notable achievement was negotiating a comprehensive insurance package for a local business, resulting in a 15% reduction in their annual premiums while expanding their coverage. This not only solidified a long-term relationship with the client but also contributed to increased profitability for my previous employer.

I am eager to bring my proven track record in sales and my dedication to customer service to Acme Corporation. I look forward to the opportunity to discuss how my skills and experiences align with the goals of your team. Thank you for considering my application.

Sincerely,

Jordan A. Mitchell