

Jordan Taylor

January 16, 2026

Acme Corporation

RE: Internship Insurance Agent

Dear Hiring Manager,

I am excited to apply for the Internship Insurance Agent position at Acme Corporation, which I discovered on your company's careers page. With a strong interest in the insurance industry and a passion for helping clients navigate their coverage options, I believe that this internship offers the perfect opportunity for me to contribute to your team while gaining valuable experience in the field.

During my time volunteering at a local financial literacy program, I assisted individuals in understanding their insurance needs, which ignited my passion for this career path. I successfully helped a family analyze their options for home insurance, resulting in them choosing a policy that saved them over 20% in premiums while still providing comprehensive coverage. Additionally, I completed a project in my Business Administration coursework where I conducted a risk assessment for a small business, identifying key areas for insurance coverage improvement and presenting my findings to the class. This experience not only honed my analytical skills but also reinforced my ability to communicate complex information clearly and effectively.

I am eager to bring my background in customer service, my detail-oriented mindset, and my commitment to continuous learning to Acme Corporation. I am confident that my proactive approach will enable me to make a meaningful contribution to your team. I would love the opportunity to discuss how my skills and experiences align with the goals of Acme Corporation and further explore how I can support your clients as an Internship Insurance Agent. Thank you for considering my application.

Sincerely,

Jordan Taylor