**Sample Auto Insurance Sales Resume**

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**Career Objective:**

To obtain an auto insurance sales agent position with “ABC Insurance,” and sell auto policies to vehicle owners.

**Summary of Skills:**

* Excellent sales negotiation skills with complete knowledge of auto insurance policies
* Strong oral and written communication skills
* Excellent organizational and time-management skills
* Ability to work independently and in team-oriented environment
* Ability to work and deliver results under pressure
* Skilled in working with computers and all types of customers

**Work Experience:**

Auto Insurance Sales Agent  
Total Care, Inc., Norfolk, VA  
October 2015 - Present

* Preparing required reports and completing applications and documents for correspondence
* Filing, maintaining, and updating records of customers
* Contacting prospective customers and meeting them in person to describe features of auto insurance policies
* Capturing and improving auto insurance sales for the company
* Understanding clients' requirements for insurance policies and recommending them appropriate one
* Attending meetings and discussing ways for improving sales

Auto Insurance Sales Agent  
Daylight Insurance, Norfolk, VA  
February 2013 - September 2015

* Sold auto insurance policies to prospective customers by explaining features and benefits
* Handled administrative and marketing tasks daily
* Traveled to clients' place and collected necessary documents for issuing policies
* Participated in continuous on-going training and honed-up my skills
* Contributed in raising auto insurance sales by 30%
* Worked on weekends, holidays, and evenings after office hours

**Education:**

* High School Diploma  
  St. Xavier's School, Norfolk, VA  
  2012
* Certified Auto Insurance Agent  
  American Institute for Chartered Property and Casualty Underwriters, Norfolk, VA  
  2013

**Reference:**

On request.