**Sample Field Appraiser Resume**

**Jeff J. Hunter**  
2207 School House Road  
Jackson, MS 39211  
Phone: 601-778-2528  
Email: jjhunter@freemail.com

**Career Objective:**

I would like to associate with an organization that gives me the opportunity to utilize my experience and knowledge to perform the job duties of a field appraiser.

**Summary of Skills:**

* Adaptable to changing work requirements, circumstances, and schedules
* Excellent analytical skills with abilities to summarize results in a coherent manner
* Skilled in maintaining excellent relationships with clients and colleagues as well
* Knowledgeable about the latest policies defined by regional and national authorities
* Proficient in using applications including MS Office Suite, Claims Management System (CMS), Appraiser Pro, etc.
* Possess excellent verbal and written communication skills

**Work Experience:**

Assistant Field Appraiser  
Prudent Insurance Group, Jackson, MS  
October 2015 - Present

* Assessing damages to vehicles caused due to accident and preparing report
* Following company guidelines for claim adjusting process
* Negotiating cost-effective repair and discovering course of repair
* Working with automated appraisal system for preparing estimate
* Acting in a timely manner for settlement with customers
* Investigating, evaluating, and settling claims

Assistant Field Appraiser  
Perfect Insurance, Jackson, MS  
February 2013 - September 2015

* Inspected vehicles by visiting accident sites and prepared estimates for repair
* Determined total-loss to vehicles and documented complete information
* Collected documentation required for establishing proof of loss
* Re-inspected questionable claims and provided quality service to customers
* Kept abreast with latest vehicle repair techniques and requirements for licensing
* Performed job according to the state and federal insurance regulations

**Education:**

* Bachelor's Degree in Business Practices  
  ABC University, Jackson, MS  
  2012

**Reference:**

On request.