**Sample Insurance Underwriter Resume**

**Cliff L. Green**  
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**Career Objective:**

To work as an insurance underwriter with "Liberty Insurance Group," and assess risk associated in offering insurance policies to people and organizations.

**Summary of Skills:**

* Over 3 years of underwriting experience in insurance industry
* Excellent verbal and written communication skills
* Natural ability to motivate people for sales
* Strong interpersonal, presentation, and organizational skills
* Proficient with MS Office suite, and database software application
* Ability to multi-task and solve problems

**Work Experience:**

Insurance Underwriter  
Progressive Insurance Group, Simi Valley, CA  
October 2015 - Present

* Working closely with actuaries, brokers, and profit and loss managers to deliver feasible solutions to clients
* Establishing and maintaining clear communication with customers
* Analyzing insurance proposals, calculating possible risk, and determining the premium payment
* Taking care of making premium competitive as well as profit for the company
* Maintaining detailed and complete records of policies and decisions made
* Analyzing and clarifying insurance applications

Insurance Underwriter  
FirstChoice Insurance, Simi Valley, CA  
February 2013 - September 2015

* Processed applications for opening insurance policy accounts
* Interpreted terms and conditions in policies and suggested changes as required
* Visited prospective customers and brokers and prepared quotes
* Written policies and helped with policy wordings
* Determined whether issuing possible with certain coverage is feasible for the company
* Used underwriting software programs and recommended the right type and amount of coverage

**Education:**

* Bachelor's Degree in Finance  
  ABC University, Simi Valley, CA  
  2012

**Reference:**

On request.