**Sample Insurance Resume**

**Jose M. Maxwell**
2880 Jody Road
Plymouth Meeting, PA 19462
Phone: 610-608-1796
Email: jmmaxwell@example.com

**Career Objective:**

To obtain an auto insurance specialist position with “Honest Insurance,” and help people secure their vehicles with policies and support in claim settlement.

**Summary of Skills:**

* Experienced in insurance verification, and analyzing and settling claims
* Strong knowledge of legal terms and rules associated with auto insurance policies
* Outstanding focus on customer service and troubleshooting skills
* Ability to work tailor-made database software and handle documents
* Matured, discreet, and professional in accepting and denying claims
* Skilled in resolving billing problems and monitoring accounts

**Work Experience:**

Insurance Specialist
ABC Insurance Company, Plymouth Meeting, PA
October 2015 - Present

* Selling auto insurance policies to customers and monitoring their accounts
* Handling billing activities related to auto insurance
* Applying proper coding to each account and verifying customers' insurance information
* Analyzing applications for claims and deciding whether to deny or accept them
* Determining exact amount to be paid to customers against claim settlement
* Posting annual payment on policies to respective accounts

Insurance Specialist
XYZ Insurance, Plymouth Meeting, PA
February 2013 - September 2015

* Assessed and sold insurance matching with clients' needs
* Developed insurance plans and helped clients meet needs for coverage
* Assisted clients in filling form for claims and collecting required documents
* Inspected vehicles, obtained estimates for damage, and calculated amount
* Coordinated with attorneys and external agencies in case of dispute
* Obtained police reports for false claims and produced them in court

**Education:**

* Bachelor's Degree in Insurance & Risk Management
ABC University, Plymouth Meeting, PA
2012

**Reference:**

On request.