### **Insurance Suitability Statement**

#### **1. Heading**

**Suitability Statement for [Insurance Role/Policy Name]**

#### **2. Personal Information**

* **Name:** [Your Full Name]
* **Address:** [Your Address]
* **Email:** [Your Email Address]
* **Phone:** [Your Contact Number]
* **Date:** [Current Date]

#### **3. Introduction**

Introduce your interest in the role and summarize your qualifications.  
*Example:*"I am writing to express my interest in the [Insurance Position] at [Company Name]. With [X years] of experience in the insurance industry, I have demonstrated expertise in [mention specific areas, e.g., claims management, underwriting, risk analysis, etc.]. I am confident in my ability to excel in this role."

#### **4. Key Skills & Competencies**

List key skills required for the role, such as:

* **Analytical Skills:** Ability to assess and analyze insurance risks effectively.
* **Customer Service:** Experience providing customer-centric support.
* **Problem-Solving:** Capable of handling claims and resolving issues quickly.
* **Attention to Detail:** Skilled in processing complex insurance policies accurately.

#### **5. Relevant Experience**

Provide details of roles relevant to the insurance industry.  
**Job Title:** [Previous Position Title]  
**Company/Employer:** [Insurance Company Name]  
**Dates of Employment:** [Month/Year – Month/Year]  
**Key Responsibilities:**

* [Handled X number of insurance claims, resolved Y% of client issues.]
* [Provided exceptional customer service, increasing customer satisfaction by X%.]

#### **6. Education & Qualifications**

* **Degree Title:** [Degree Title]
* **Institution:** [University Name]
* **Year of Graduation:** [Year]

#### **7. Closing Statement**

Summarize your skills, experience, and passion for the role.  
*Example:*"My passion for the insurance industry, combined with my extensive experience in risk analysis and claims management, makes me a perfect fit for this role. I am eager to contribute to [Company Name]'s success."

#### **8. Sign-Off**

**Sincerely,**[Your Full Name]