

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]