

Kassia Norris

Scottsdale, AZ

[Your Email] | [Your Phone Number] | [Date]

Hiring Manager

[Insurance Company Name]

[Company Address]

Dear Hiring Manager,

I am writing to express my interest in the entry-level Insurance Agent position at [Company Name]. With several years of experience in client-facing, administrative, and communications roles, I bring a strong foundation in customer service, organization, and attention to detail — all essential qualities for success in insurance sales and client relations.

In my previous role as a Legal Assistant for the Law Offices of Joseph Miller, LLC, I developed strong communication and documentation skills while managing sensitive client information and complex case workflows. My background as a copy editor has also sharpened my precision and clarity in written communication, while my years in customer service have strengthened my ability to connect with and support clients effectively.

I'm eager to apply these skills in the insurance field and to help clients make informed decisions about their coverage. I would welcome the opportunity to discuss how my background and work ethic align with your company's values and goals.

Thank you for your time and consideration.

Sincerely,

Kassia Norris