

[Your Full Name]
[Phone Number]
[Email Address]
[LinkedIn Profile/City, State]

[Date]

[Hiring Manager Name]
[Company Name]
[Company Address]
[City, State, Zip Code]

Dear [Hiring Manager Name or "Hiring Team"],

I am writing to express my interest in the Insurance Customer Service Representative position at [Company Name], as advertised on [Platform where you saw the job]. With [Number] years of experience in customer-facing roles and a strong understanding of [Type of Insurance: e.g., Property & Casualty/Life/Health] policies, I am confident in my ability to provide exceptional support to your policyholders.

In my previous role at [Previous Company], I successfully managed a high volume of inquiries regarding policy renewals, claims processing, and coverage explanations. I am adept at translating complex insurance terminology into clear, actionable information for clients while maintaining a high standard of accuracy and compliance. My key achievements include:

- [Achievement: e.g., Maintained a 95% customer satisfaction rating]
- [Achievement: e.g., Reduced average call handling time by 15% through efficient software use]
- [Achievement: e.g., Consistently met or exceeded monthly cross-selling targets]

I am highly proficient in [Software Name, e.g., Salesforce, Applied Epic] and possess the empathy and patience required to handle sensitive claims situations. I am eager to bring my commitment to service excellence and my attention to detail to the team at [Company Name].

Thank you for your time and consideration. I look forward to the possibility of discussing how my background aligns with the needs of your service department.

Sincerely,

[Your Name]