

Your name
Your Address
Your City state, zip
Your Phone number,
Your Email

Date
Name
Position,
Department
Office address,
City, State, Zip.

Dear Sir,

This is in reference to the insurance job advertised in the newspaper (name of the newspaper) dated (provide the date).

I am a commerce graduate from (university name) and has done my post graduation from (university name).I am currently working in (name of the company) .I have been working in the insurance sector from past three years and have a good social network across the industry from people of different professions from doctors to housewife..

I would like to professionally grow in the insurance sector ad would like to join one of the leading insurance company. I am sure that the exposure and skills that I have gained from the current company will help me work in your office. As I am sure my qualifications and experience will match with your requirements and assure you that with my dedication and hard work we can achieve success together

I have enclosed my resume for your review and I am looking forward to attend and interview and discuss further interest in joining your company.

Sincerely,
Your name.