

SAMPLE RÉSUMÉ FOR INSTRUCTOR APPROVAL

TERRY DOE

123 Main Street
Any town, VA 22304
703-555-2343

Education

B.A., 1990
Centerville College, Centerville, MA
Major in business administration

Employment

June 1990 to April 1992

Great Pacific Insurance Company
Pacific City, CA

Began as underwriting trainee in life insurance. Advanced to senior underwriter. Processed cases up to face amounts of \$500,000 including reviewing credit reports, medical records and results of physical exams.

April 1992 to May 1995

Middle Atlantic Life and Casualty
Causeway Village, NC

Senior individual health underwriter. Promotion to underwriting supervisor. Worked on individual major medical underwriting as well as disability income cases.

May 1995 to present

Maryland Eastern Shore Casualty Insurance
Coastal Flats, MD

Manager, Group Underwriting. Managing staff of 20 underwriters and issue technicians handling medical, disability and AD&D underwriting for small- to medium-size groups.

Teaching Experience

Spring 1994 and spring 1995: Middle Atlantic Life and Casualty, Basics of Universal Life Insurance
(four 2-hour sessions)