



## INSURANCE SPECIFIC RÉSUMÉS

### Tailoring a résumé for a role in Canada's property & casualty insurance sector...

When preparing any résumé, it is important that you take the time to understand the needs of the employer and be sure you are speaking to how your skills and experience will meet their current needs.

As an industry, insurance is packed with variety. There is variety in the types of employers, roles available and in the skills required for success.

This means it is particularly important for you to prepare an effective résumé that is targeted and highlights your experience in such a way that it is seen as highly transferable to the property & casualty insurance sector.

The following are some tips and suggestions on how to go about this:

#### 1. Be sure you have a clear job goal and understanding of the role

This should be able to be simply stated in the Objective statement on your résumé. \*NOTE\* If you have more than one goal, then you may need more than one version of your résumé.

If you haven't yet determined which area of the industry you might be a fit for, go back and explore the Career Connections site in more detail.

You can further explore where your interests, education and experience may fit into the industry by taking our quiz, exploring our career profiles, watching the videos or learning more about insurance.

A clear goal not only helps you focus your résumé, but also helps the employer determine how/where you might fit into their team.

#### 2. Ensure you are highlighting your experience as it relates to your GOAL in the industry

Don't just simply state what you did, but try to demonstrate how your background and experience to date as a [high school student](#), [post-secondary student](#) or [career changer](#) are applicable to the job you are applying for.

Identify the top 5 needs in the job descriptions for the role you are most interested in. Then start to shape how your experience meets these needs. In short, connect the dots between what you have done and where you want to go in the insurance sector.

Researching the job available and the company you are applying to can also help a great deal in helping to make sure you are speaking specifically to your potential employer's needs.

Don't leave anything to their imagination.

**3. Use language that ‘speaks’ to the role you want; avoid jargon or terms that might not have meaning for insurance employers**

This one is pretty straight forward; but as an example, rather than mentioning the custom database software you used to track client inquiries by name, consider presenting your experience in a way that shows how you used this type of software in your work, ie. ‘Used custom database to track client inquiries and ensure they were addressed in a timely and professional manner’

**4. List and draw attention to any insurance related education, licenses or designations.**

If you have completed education or licenses specific to insurance, obviously, these should be included on your résumé.

But, don’t forget about coursework or designations related to things like (but definitely not limited to) – legal studies, finance, medical terminology, health studies, risk management, automotive, engineering, construction, etc. You may be surprised how handy this knowledge may be in your insurance career.

This resource on “Insurance Specific Resumes” is provided by Career Connections, which is a career awareness program coordinated by the Insurance Institute of Canada on behalf of the property & casualty insurance industry. Our website and these resources are provided to help you find a career in insurance. For more information including to view career videos, review career profiles, and take our aptitude quiz, please visit: [www.career-connections.info](http://www.career-connections.info).