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| John Doe | | |
| Summary  Motivated and detail-oriented recent graduate with a strong interest in the insurance industry. Eager to leverage customer service skills and knowledge of insurance products to assist clients in finding the best coverage options.  Work Experience  **Insurance Intern Jun 2022 – Aug 2022**  ABC Insurance Los Angeles, CA   * Assisted clients with policy inquiries, improving customer satisfaction by 20%. * Processed applications and renewals accurately and efficiently.   **Customer Service Representative Jan 2021 – May 2022**  XYZ Corp Los Angeles, CA   * Resolved client issues promptly, achieving a 95% satisfaction rating. * Educated customers on product offerings, increasing sales by 15%.   Education Bachelor of Arts: Business Administration Jan 2022 *University of California**Los Angeles, CA*  references   * Provided upon request | Contact  (123) 456-7890  john.doe@example.com  Los Angeles, CA 90001  Skills  Customer Service  Communication  Problem Solving  Sales Techniques  Time Management  Attention to Detail  Team Collaboration  Basic Financial Knowledge |