



Cook Insurance Agency

7009 S. Potomac St. Suite 124

Centennial Colorado 80112

Thank you for your consideration for the Agent Assistant Position at Farmers Insurance, the Cook Insurance agency.

Job duties:

Basic office administrative duties including but not limited to answering phones, data entry, making marketing calls, and helping/shadowing the Agents.

In this industry, your day can change quickly depending on the customers needs. The right candidate will be able to roll with the changes, and change gears quickly without getting flustered.

The hours are flexible throughout the week. We can discuss further.

This position could lead to a full time position in the agency for the right candidate when you finish your degree.

Thank you, I look forward to hearing from you.

A handwritten signature in black ink, appearing to read "Erik E. Cook", with a long, sweeping underline.

Erik E. Cook