



**Colorado Farm Bureau Insurance Company**  
9177 E. Mineral Circle | Centennial, CO 80112

## **Job Title: Underwriting Intern**

### **Job Summary**

The Underwriting Intern supports underwriting by processing policy transactions, reviewing documentation, and ensuring compliance with underwriting guidelines. This role is responsible for managing renewal activity, conversion reviews, documentation updates, and risk evaluation items to support accurate policy issuance and retention.

### **Key Responsibilities**

- Process blocked pending renewals, identifying and resolving outstanding underwriting requirements.
- Review and validate policy documentation, including vehicle photos and vehicle use details.
- Identify and address undisclosed drivers
- Update Review and Approve Activity description to expedite processing
- Review and process foreclosure or vacancy-related activities, ensuring proper underwriting action.
- Perform cleanup to support policy conversion accuracy.
- Manage and complete conversion renewals transactions.
- Review and upload underwriting quote documents and ensure proper documentation.
- Monitor and resolve items on various lists.
- Prepare and issue legal notices and policy change letters as needed.
- Review property inspections and take action as needed.
- Ensure all actions comply with underwriting guidelines, documentation standards, and regulatory requirements.
- Performs other related duties as assigned.

### **Required Skills & Qualifications**

- Strong attention to detail and ability to identify documentation gaps
- Understanding of policy transactions, renewals, rewrites, and conversions
- Ability to interpret underwriting guidelines and risk indicators
- Strong organizational and time-management skills
- Effective written communication for documentation and customer correspondence

### **Required**

- Junior or Senior in college
- Overall GPA of 3.0 or greater