

<<first\_name>> <<last\_name>>,  
<<address\_line\_1>>  
<<address\_line\_2>>  
<<state>>, <<postal\_code>>, <<country>>.  
<<phone\_number>>  
<<email\_address>>

Dear Mr. <<last\_name>>,

I'm excited to apply for the <<custom\_1 >> at <<custom\_2>> as advertised on  
<<custom\_3>>.

With a bachelor's in marketing, more than 8 years of experience in the real estate industry, and exceptional estate management skills, I'm confident in my abilities would help me become a central contributor to your team.

My expertise in providing planned marketing and property procurement support has been essential in acquiring an extensive client base. In my present role as <<organization>>, I've consistently exceeded my targeted quotas by 47% annually through creating sales plans to build new client connections. I've also prepared and conducted training programs for sales agents and managed daily administrative tasks associated with my role.

Furthermore, I gained extensive knowledge in providing outstanding customer service by anticipating client needs and pre-delegating tasks to prepare for future workloads. Having previously worked with McCoy Realty for over 4 years as a Real Estate Agent, I'm proficient in handling concerns from all types of customers, regardless of time of day, or day of the week.

I'm an excellent communicator with the ability to engage staff on all levels. My resume is enclosed and it will give you further insight into my skills, accomplishments, and experience. I look forward to the opportunity of an interview to discuss my application further.

Sincerely,  
<<custom\_4 >>