Your Name

142 Your Address

Your City, state, xxxxx United States

(xxx)xxx-xxxx

Your.email@gmail.com



[Today’s Date]

[Hiring Manager’s Name]

[341 Company Address

Company City, State, xxxxx

(xxx)xxx-xxxx

hiring.manager@gmail.com]

Dear Mr./Mrs./Ms. [Manager’s Name],

As advertised on the Website’s Name website, I would like to apply for the position of Real Estate Manager at Company’s Name. With a Bachelor’s in marketing, more than 8 years of experience in the real-estate industry, and exceptional Estate Management skills to complement this experience, I am confident in my abilities to become a central element to your team.

My ability to provide planned marketing and property procurement support to clients has been very helpful in acquiring an extensive client-base. In my present role as Senior Real Estate Agent at Duncan-Wertz Realtors, I have demonstrated a drive to exceed my targeted quotas by creating sales plans to build new client connections. I have also prepared documents, conducted training programs for sales agents, and managed daily administrative tasks associated with the role.

Furthermore, I have gained extensive knowledge and insights into providing outstanding customer services by anticipating client needs. Having previously worked with Mccoy Realty for more than 4 years as a Real Estate Agent, I have become proficient in handling concerns from all types of customers.

I am an excellent communicator who possesses the ability to engage staff on all levels of an organization. My resume is enclosed and it will give you further insight into my skill-set, accomplishments, and experience in this sector. I look forward to the opportunity of an interview to discuss my application further.

Sincerely,

[Name]

**[Real Estate Agent Cover Letter]**