

# KARAN KALANI

333 E 43<sup>rd</sup> Street, New York, NY 10017 | 917-557-1107 | kkalani@gmail.com

**2/2/23**

Hiring Manager  
Apple Inc.

**Dear Hiring Manager:**

I am writing to express my strong interest in the Senior Real Estate Transactions Manager role at Apple. I am a seasoned real estate professional with 10 years of experience in real estate development, financial planning & analyses, asset management, capital markets, and acquisitions. My background in ground-up construction, business development, deal underwriting, and real asset acquisitions, combined with my ability to lead, manage, and coordinate property acquisition and disposal activities, make me a perfect fit for this role.

As a highly motivated and energetic individual, I am confident in my ability to work independently as well as part of a team, and my strong skills in negotiations, written and verbal communication, financial modeling, budgeting, and management, make me the ideal candidate for this position. My financial and analytical skills are strong, and I can prepare financial and sensitivity analyses for all transactions and projects. I am also skilled in developing business justifications and recommendations for presentation to user groups and executive management teams.

I am familiar with real estate best practices, forms, and documents and have experience in reviewing and updating them to improve the quality of real estate delivery. My ability to maintain excellent relationships with internal customers, senior management, legal, tax, risk management, landlords, vendors, and consultants is a testament to my interpersonal skills and commitment to providing outstanding customer service.

I am currently an Associate at WB Property Group, where I manage a \$200 million project portfolio, including oversight of land acquisition, financial, sensitivity & feasibility analysis, underwriting, pre-development & capital raising of 4 projects consisting of a total of 2,685 units of market rate multifamily, 120 beds of assisted living, 150 key Aloft hotel, 90 slip marina, restaurants and retail located in NY, TX, FL, TN & NC. I have also sourced and analyzed 5,000 ground-up construction and value-add deals nationwide, resulting in the acquisition and management of 10 ground-up deals worth \$800 million. In addition, I have managed current real estate assets by taking a proactive approach by anticipating lease renewals and terminations and all critical dates, lowering and auditing operating expenses, handling subleases, and collecting sublease rents, coordinating landlord approval of alterations, completing estoppel certificates, paying rents and property taxes on a timely basis, and assisting in property tax appeals.

Beyond my professional experience, I have a Master of Science in Real Estate Finance and Investments from New York University and a Bachelor of Technology in Mechanical Engineering from the National Institute of Technology. I am also highly proficient in many software programs, such as Microsoft Office, CoStar, ArcGIS, Argus, Bloomberg Terminal, Salesforce, HTML, Java, CSS, Adobe Photoshop, InDesign, Flash, Squarespace, MS Project, Primavera, Matlab, Solidworks and Ansys.

Thank you for considering my application. I look forward to the opportunity to discuss my qualifications further and contribute to the success of Apple's global real estate portfolio.

Sincerely,

**Karan Kalani**