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| **robert smith**  **Assessor** | Phone: (123) 456 78 99  Email: info@qwikresume.com  Website: [www.qwikresume.com](http://www.qwikresume.com)  LinkedIn: linkedin.com/qwikresume  Address: 1737 Marshville Road, Alabama |

[Today’s Date]

[341 Company Address]  
[Company City, State xxxxx]  
[(xxx) xxx-xxxx]  
[hiring.manager@gmail.com]

Dear [Mr./Mrs./Ms.] [Hiring Manager’s Name],

I am applying for the post of Assessor at your firm as advertised in the newspaper. I feel I would make an ideal candidate for this role as my skill-set match the responsibilities required of an assessor.

[XXX Company] is a newly emerging and fiscally responsible real estate agency. However, it has quickly made a name for itself. I would consider it an honor to work in your various exciting and creative acquisition programs like the Historical Properties Assessment and Management Project.

I have 5 years of experience as an Assessor at [YYY Company]. My experience as a freelancing real estate agent for 6 years before that has provided me with valuable knowledge of property appraisal and an extended network of people in the real estate industry.

At my current workplace I hold the following responsibilities:

* Inspect properties to define appraisal value after considering factors such as market value, area, building, or repair cost.
* Maintain extended data on assessed properties including inventories, maps, and other property characteristics and exceptions.
* Communicate regularly with property owners and municipal officials to discuss assessed values and to defend appealed assessments.
* Conduct regular reviews of properties within the area to collect data on changes in property value, new constructions, and alterations.

My biggest asset is to think analytically and make quick decisions based on logical conclusions. I am prepared for a long-term commitment to the role of Assessor at your firm. I believe I will be a valuable addition to your team.

I am looking forward to further discuss my candidacy with you. Thank you for your time and consideration.

Yours Sincerely,

[Your name]