

**Robert Smith**

**Real Estate Administrative Assistant**

[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],

Upon learning of your posting for a new Real Estate Administrative Assistant, I quickened to submit my resume for your review. As a highly dedicated and organized professional with 7+ years of experience in providing administrative support in the busy real estate sectors – complemented by exceptional organizational and interpersonal abilities, I believe that I am well positioned to fit in this role.

My background includes monitoring the real estate administrative operations efficiently within deadline-driven targets. From receiving customers to managing reception areas, ordering supplies, and facilitating special events, I excel at collaborating with peers and ensuring top-flight client satisfaction, service, and support. I bring with me a comprehensive skill set that I believe will be valuable to a real estate company like (hiring company name).

My accomplishments include –

* Handled a variety of administrative support operations as an administrative assistant with (old company name), including cold calling, listing and transaction coordination, online listing updates, and schedule management and coordination.
* Proficient in purchase agreement preparation, listing agreements, and disclosures, and obtaining client signatures through DocuSign or in-person.
* Coordinating and performing a plethora of marketing and sales responsibilities including creating flyers, print advertisements, participating in open houses, and mass mailing customers.
* Demonstrable people-centric, communication, and excellent customer service skills, along with MS Office Proficiency.

My property management and contract negotiation skills have been finely honed, and I am confident that my additional strengths including building professional relationships would be a beneficial asset throughout my career.

Please review my enclosed review for a more depth illustration of my work profile and other qualifications. I would appreciate the opportunity to interview at your earliest convenience. Thank you for your time and consideration of my candidacy.

Sincerely,

[Your Name]