

[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 learned through reading your job posting on LinkedIn that you are seeking a professional to join your team as a new Real Estate Agent that is proactive, honest, has a strong work ethic, is an incredible communicator, and possesses excellent negotiating skills. I think I have got all the qualities that you are expecting, and hence request you to consider my enclosed resume. With a customer-service background spanning more than 8 years, I will readily convert my knowledge and skills to your company, and be a valuable asset.

I am a qualified and passionate professional who holds a Master's degree in Business Administration from a reputable institution. While finalizing the deal on their ideal homes, I adore the exhilaration my clients experience while viewing stunning residences. Regardless of the hour or day of the week, I am skilled at managing client complaints of all stripes. By anticipating client demands and appointing tasks in advance to account for increased workloads, I gained vast experience in delivering first-rate customer service. I've routinely surpassed my projected quotas as a Senior Real Estate Agent at ABC Realtors by 47 percent yearly by developing sales strategies to forge new customer contacts. A quick look into my highlighting qualifications-

* In my more than 8 years of expertise, I've sold more than 700 properties.
* In 2021, I increased company revenue by 25%.
* Performing market research and designing new sales strategies and plans.
* Developing and upkeep the business's database of available houses.
* Educated and guided sales agents in every step of the Sales Management Process.
* Managed routine administrative responsibilities.

I think my eight years or more of experience will be sufficient to suit your needs for the position of Real Estate Agent. If given the chance to join the team at XYZ Realtors, I can promise you that I'll give it my all as a good team player and that I'll use my experience and skill set to significantly benefit your business. Thus, I would be delighted to talk more in-depth about the position and my work experience during an interview for this post. Kindly let me know if you need any additional information from my end.

I appreciate your forethought in advance.

Sincerely,

[Your Name]

**Robert Smith**

**Real Estate Agent**