

# Jordan A. Smith

January 16, 2026

Acme Corporation

RE: Career Change Commercial Real Estate Broker

Dear Hiring Manager,

I am excited to apply for the Career Change Commercial Real Estate Broker position at Acme Corporation, as advertised on your website. With a strong background in sales and client relations, I am eager to leverage my skills and passion for real estate to contribute to your dynamic team. The opportunity to work with an esteemed firm like Acme aligns perfectly with my career objectives and interests.

During my five years as a sales manager in the technology sector, I consistently exceeded sales targets by an average of 30% each quarter, demonstrating my ability to understand client needs and cultivate relationships. One of my key achievements involved negotiating a major contract with a Fortune 500 company, which not only boosted our annual revenue significantly but also enhanced our market presence. This experience honed my negotiation skills and provided me with valuable insights into client expectations—skills that are directly transferable to the commercial real estate market.

Additionally, I led a team in developing a comprehensive market analysis report that identified new business opportunities, resulting in a 20% increase in our client base. My analytical skills, coupled with my ability to present data effectively, will enable me to identify lucrative properties and guide clients through the decision-making process in their commercial real estate ventures. I am particularly drawn to the collaborative culture at Acme Corporation, where I can work alongside experienced brokers and further develop my expertise.

I am eager to discuss how my background in sales and my enthusiasm for real estate can positively impact Acme Corporation. Thank you for considering my application. I look forward to the possibility of contributing to your team and am excited about the opportunity to learn and grow in this new role.

Sincerely,

Jordan A. Smith