

Jordan Taylor

January 16, 2026

Acme Corporation

RE: Career Change Leasing Agent

Dear Hiring Manager,

I am excited to apply for the Career Change Leasing Agent position at Acme Corporation, which I discovered on your careers page. With a background in customer service and sales, I am eager to leverage my skills in a dynamic leasing environment where I can help clients find their ideal homes while also contributing to the success of your team.

In my previous role as a Sales Associate at XYZ Retail, I consistently exceeded sales targets by over 20%, showcasing my ability to understand customer needs and provide tailored solutions. This experience honed my communication skills and taught me the importance of building strong relationships, which I believe is crucial for a Leasing Agent. Additionally, I spearheaded a customer satisfaction initiative that led to a 15% increase in positive feedback, demonstrating my commitment to delivering exceptional service. These achievements reflect my proactive approach and dedication to ensuring a positive experience for clients.

I am particularly drawn to the opportunity at Acme Corporation because of your reputation for excellence and commitment to community engagement. I am eager to bring my skills in negotiation and relationship management to your team and help potential tenants find their perfect homes. I would be thrilled to discuss how my background can align with the goals of your company and contribute to the growth of your leasing department. Thank you for considering my application. I look forward to the opportunity to speak with you further.

Sincerely,

Jordan Taylor