

# Jordan A. Mitchell

January 16, 2026

Acme Corporation

RE: Career Change Real Estate Agent

Dear Hiring Manager,

I am excited to apply for the Career Change Real Estate Agent position at Acme Corporation, as advertised on your website. With a strong foundation in client relations and a passion for the real estate industry, I am eager to leverage my skills and experiences to contribute to your esteemed team.

In my previous role as a Sales Manager at a prominent retail company, I successfully led a team of 15 sales associates, implementing innovative strategies that resulted in a 30% increase in sales over two consecutive quarters. This experience honed my ability to understand client needs and negotiate effectively, skills that are directly transferable to the real estate sector. Additionally, I collaborated with various departments to streamline operations, enhancing customer satisfaction scores by 25%. This ability to work cross-functionally and prioritize client satisfaction has equipped me with the necessary tools to thrive as a real estate agent.

Moreover, I have completed my real estate certification and participated in several local workshops focused on market trends and property valuation. My proactive approach in engaging with community events has allowed me to establish valuable connections, which I am eager to utilize as I transition into real estate. I am particularly impressed by Acme Corporation's commitment to client education and transparency, values that resonate deeply with my professional philosophy.

I would be thrilled to further discuss how my background and skills align with the goals of Acme Corporation. Thank you for considering my application; I look forward to the opportunity to contribute to your team and help clients navigate their real estate journeys.

Sincerely,

Jordan A. Mitchell