

Jordan Taylor-Smith

January 16, 2026

Acme Corporation

RE: Entry Level Commercial Real Estate Broker

Dear Hiring Manager,

I am excited to apply for the Entry Level Commercial Real Estate Broker position at Acme Corporation, as advertised on LinkedIn. With a strong passion for real estate and a keen interest in the commercial sector, I am eager to contribute my skills to your esteemed team and help drive the business forward.

During my internship at XYZ Realty, I had the opportunity to assist in market research and analysis, enabling the team to identify lucrative investment opportunities. I successfully contributed to a project that resulted in a 15% increase in client acquisition by compiling comprehensive reports on emerging market trends and competitive analysis. Additionally, I collaborated closely with senior brokers on property showings and client meetings, which deepened my understanding of client relations and negotiation tactics. My proactive approach and ability to learn quickly were recognized as I was entrusted with preparing marketing materials for several high-profile listings.

I am particularly drawn to Acme Corporation because of your commitment to innovative solutions in commercial real estate. I believe my background in data analysis combined with my strong communication skills will allow me to excel in this role. I am eager to learn from your experienced team and contribute to the ongoing success of your projects.

I would be grateful for the opportunity to discuss how my skills and aspirations align with the goals of Acme Corporation. Thank you for considering my application; I look forward to the possibility of speaking with you soon.

Sincerely,

Jordan Taylor-Smith