

Jordan Smith

January 16, 2026

Acme Corporation

RE: Entry Level Real Estate Agent

Dear Hiring Manager,

I am writing to express my enthusiasm for the Entry Level Real Estate Agent position at Acme Corporation, as advertised on your company website. With a strong passion for real estate and a commitment to providing exceptional client service, I am excited about the opportunity to contribute to your team and help clients navigate their real estate journeys.

During my time working as an intern at a local real estate agency, I successfully assisted in closing multiple transactions by conducting market research and preparing property listings that highlighted key features and comparable sales. My ability to analyze market trends helped the team secure a 15% higher selling price on a prominent listing, resulting in improved client satisfaction and repeat business. Additionally, my experience volunteering at community events allowed me to develop strong networking skills and build relationships with potential clients, which I believe is essential in this industry.

I am particularly drawn to Acme Corporation due to your commitment to innovation and client-focused services. I am eager to bring my strong work ethic, attention to detail, and enthusiasm for real estate to your team. I am confident that my background in customer service and my proactive approach will enable me to be a valuable asset to your agency.

I would love the opportunity to discuss how my skills and experiences align with the goals of Acme Corporation. Thank you for considering my application. I look forward to the possibility of contributing to your esteemed team and am excited about the potential to grow in this dynamic field.

Sincerely,

Jordan Smith