

Jordan A. Mitchell

January 16, 2026

Acme Corporation

RE: Freelance To Full Time Commercial Real Estate Broker

Dear Hiring Manager,

I am excited to apply for the Freelance To Full Time Commercial Real Estate Broker position at Acme Corporation, as advertised on LinkedIn. With over five years of experience in commercial real estate and a proven track record of successful transactions, I am eager to bring my expertise to your esteemed team and contribute to the growth of Acme Corporation.

During my freelance career, I have successfully closed deals exceeding \$15 million, focusing on both leasing and sales in the retail and office sectors. One notable achievement was orchestrating a complex transaction that involved negotiating a long-term lease for a major retail client in a high-demand market. This endeavor not only resulted in a 25% increase in the client's revenue but also strengthened my negotiation skills and ability to navigate intricate deal structures. Additionally, I implemented a targeted marketing strategy that led to a 40% increase in client inquiries, showcasing my ability to drive business growth in competitive environments.

I am particularly drawn to this opportunity at Acme Corporation due to your commitment to innovation and excellence in real estate management. I am eager to leverage my expertise in market analysis, client relationship management, and strategic negotiation to further enhance your team's success. I would love the opportunity to discuss how my background and skills align with the goals of Acme Corporation and how I can contribute to your team's initiatives. Thank you for considering my application; I look forward to the possibility of discussing this exciting opportunity with you.

Sincerely,

Jordan A. Mitchell