

# Jordan Mitchell

January 16, 2026

Acme Corporation

RE: Freelance To Full Time Leasing Agent

Dear Hiring Manager,

I am excited to apply for the Freelance To Full Time Leasing Agent position at Acme Corporation, which I discovered on LinkedIn. With a solid background in property management and a proven track record of delivering exceptional leasing services, I am eager to bring my expertise to your esteemed team and contribute to your continued success.

In my most recent freelance role, I successfully managed a portfolio of over 50 residential units, achieving an impressive occupancy rate of 95% within six months. By implementing targeted marketing strategies and providing personalized tours, I attracted a diverse range of tenants, effectively reducing vacancy times and increasing rental income. Additionally, I developed strong relationships with clients by providing exceptional customer service, which resulted in a 40% increase in tenant referrals and renewals. My ability to assess market trends and adjust leasing strategies accordingly has been instrumental in maximizing property value.

I am particularly drawn to Acme Corporation's commitment to innovative leasing solutions and community engagement. I believe that my proactive approach and ability to foster positive relationships with clients make me a perfect fit for your team. I am eager to discuss how my background and skills align with the goals of Acme Corporation and how I can contribute to enhancing your leasing operations.

Thank you for considering my application. I look forward to the opportunity to discuss my candidacy further and am excited about the possibility of contributing to the success of Acme Corporation.

Sincerely,

Jordan Mitchell