

Jordan L. Smith

January 16, 2026

Acme Corporation

RE: Freelance To Full Time Real Estate Broker

Dear Hiring Manager,

I am writing to express my enthusiastic interest in the Freelance To Full Time Real Estate Broker position at Acme Corporation, as advertised on your company website. With over five years of experience in the real estate industry, I have honed my skills in client management and negotiation, and I am excited about the opportunity to contribute to your team's success.

During my freelance career, I successfully closed over \$8 million in residential property sales, consistently exceeding my annual targets. One of my most notable achievements was representing a first-time home-buyer in securing a deal for a property that was initially listed for \$450,000 but was ultimately purchased for \$400,000 after strategic negotiations. This experience not only enhanced my negotiation skills but also deepened my understanding of the local market dynamics. Additionally, I implemented a comprehensive digital marketing strategy that increased my client base by 30% within a year, showcasing my ability to adapt to market trends and leverage technology for better client outreach.

I am particularly drawn to the collaborative and innovative culture at Acme Corporation, and I am eager to bring my expertise in building lasting client relationships and navigating complex transactions to your team. I believe my proactive approach and commitment to excellence will align well with Acme's mission to provide exceptional real estate services. I welcome the opportunity to discuss how my background, skills, and enthusiasms can contribute to the growth of your brokerage. Thank you for considering my application.

Sincerely,

Jordan L. Smith