

Jordan Thompson

January 16, 2026

Acme Corporation

RE: Internship Leasing Agent

Dear Hiring Manager,

I am excited to apply for the Internship Leasing Agent position at Acme Corporation, as advertised on your careers page. With my passion for real estate and customer service, I believe that this opportunity aligns perfectly with my career aspirations and skill set. I am eager to contribute to your dynamic team and learn from the innovative practices that Acme Corporation is known for in the leasing industry.

During my recent academic program in Real Estate Management at State University, I had the opportunity to intern with a local property management company, where I successfully assisted in leasing over 15 apartments within a two-month period. This experience allowed me to hone my communication and negotiation skills, as I actively engaged with potential tenants, conducted property tours, and facilitated lease agreements. Additionally, I developed a comprehensive understanding of market trends and tenant needs by conducting surveys and analyzing feedback, which helped to reduce vacancy rates by 20% during my tenure.

Furthermore, I have a proven track record of utilizing social media and online platforms to enhance property visibility. For instance, I implemented a targeted marketing campaign on social media that increased engagement by 30%, leading to a significant uptick in inquiries and viewings. I am confident that my creative approach and data-driven mindset will add value to Acme Corporation as you continue to grow your portfolio and enhance tenant satisfaction.

I am eager to discuss how my background, skills, and enthusiasm for the real estate industry could be an asset to your team. Thank you for considering my application. I look forward to the opportunity to speak with you further about my fit for the Internship Leasing Agent position.

Sincerely,

Jordan Thompson