

# Jordan Thompson

January 16, 2026

Acme Corporation

RE: Internship Real Estate Agent

Dear Hiring Manager,

I am excited to apply for the Internship Real Estate Agent position at Acme Corporation, as advertised on your careers page. With a passion for real estate and a strong foundation in customer service, I believe this opportunity aligns perfectly with my career aspirations and my desire to contribute to a dynamic team like yours.

During my time at university, I completed a coursework project that involved analyzing the local real estate market, where I identified trends and presented my findings to a panel of industry professionals. This experience not only sharpened my analytical skills but also enhanced my ability to communicate complex information clearly and persuasively. Additionally, I worked part-time as a sales associate at a retail store, where I developed outstanding customer relations skills. I successfully increased customer satisfaction ratings by 20% through personalized service and effective follow-up, demonstrating my commitment to putting clients first and ensuring a positive experience.

I am particularly drawn to Acme Corporation's reputation for integrity and excellence in the real estate market. I am eager to further develop my skills under the guidance of your team and to contribute to the ongoing success of your agency. I am confident that my proactive approach and dedication to learning will make me a valuable asset during my internship.

I would love the opportunity to discuss how my background, skills, and enthusiasms align with the goals of Acme Corporation. Thank you for considering my application. I look forward to the possibility of discussing this exciting opportunity with you.

Sincerely,

Jordan Thompson