

# Jordan Smith

January 16, 2026

Acme Corporation

RE: Internship Real Estate Broker

Dear Hiring Manager,

I am writing to express my enthusiasm for the Internship Real Estate Broker position at Acme Corporation, which I discovered on your careers page. As someone who is passionate about real estate and committed to developing a successful career in this dynamic field, I am excited about the opportunity to learn from your esteemed team and contribute to your operations.

During my time at XYZ University, where I am pursuing a degree in Business Administration with a focus on Real Estate, I completed a project that involved conducting a market analysis for a local commercial property. This experience honed my research and analytical skills, allowing me to present actionable insights to the class. Additionally, I interned at Local Realty Group where I assisted in preparing listings and conducting property viewings, which enhanced my communication skills and deepened my understanding of client needs and market conditions. I successfully helped close three sales during this internship, demonstrating my ability to navigate the complexities of real estate transactions even as a novice.

I am particularly drawn to Acme Corporation due to its innovative approach to real estate and commitment to client satisfaction. I am eager to bring my strong work ethic, attention to detail, and passion for real estate to your team. I would love the opportunity to discuss how my background, skills, and enthusiasm align with the goals of Acme Corporation. Thank you for considering my application; I look forward to the possibility of contributing to your team.

Sincerely,

Jordan Smith