

# Jordan Thompson

January 16, 2026

Acme Corporation

RE: Leasing Agent

Dear Hiring Manager,

I am excited to apply for the Leasing Agent position at Acme Corporation, as advertised on your company's careers page. With a passion for real estate and a commitment to providing exceptional customer service, I believe I would be a valuable addition to your team. My extensive experience in leasing and property management aligns well with the goals of Acme Corporation, and I am eager to contribute to your continued success.

In my previous role as a Leasing Consultant at Green Valley Apartments, I successfully increased occupancy rates by 20% within six months by implementing targeted marketing strategies and enhancing the property's online presence. I developed and managed a comprehensive social media campaign that showcased our community amenities and resident testimonials, resulting in a significant uptick in inquiries and tours. Additionally, I streamlined the leasing process by introducing an online application system, which reduced the time needed to secure new tenants and improved overall tenant satisfaction.

Furthermore, I pride myself on my strong communication and negotiation skills, which have enabled me to build lasting relationships with prospective tenants. At Riverbend Properties, I consistently exceeded monthly leasing goals by fostering a welcoming environment and providing personalized tours that highlighted the unique features of each unit. My ability to understand tenant needs and match them with suitable properties has been crucial in maintaining high occupancy levels and low turnover rates.

I am enthusiastic about the opportunity to discuss how my background and skills align with the Leasing Agent position at Acme Corporation. Thank you for considering my application. I look forward to the possibility of discussing my candidacy further and am eager to bring my expertise in leasing and customer relations to your esteemed company.

Sincerely,

Jordan Thompson