

# Jordan Smith

January 16, 2026

Acme Corporation

RE: No Experience Commercial Real Estate Broker

Dear Hiring Manager,

I am excited to apply for the No Experience Commercial Real Estate Broker position at Acme Corporation, as advertised on your company's careers page. With a strong passion for real estate and a drive to succeed in the commercial sector, I am eager to contribute to your team and learn from some of the best in the industry.

During my time at university, I completed an internship with a local property management firm where I assisted in analyzing market trends and performing property valuations. This experience honed my analytical skills and provided me with a foundational understanding of the commercial real estate landscape. Additionally, I organized a networking event that brought together local real estate professionals and students, successfully attracting over 100 attendees. This event not only enhanced my communication and organizational skills but also allowed me to build valuable connections in the industry that I hope to leverage as I embark on my career in commercial real estate.

I am particularly drawn to Acme Corporation because of your commitment to innovation and excellence in real estate services. I am eager to bring my enthusiasm for property transactions and my eagerness to learn to your team. I am confident that my proactive approach and willingness to go the extra mile will make a positive contribution to your company.

Thank you for considering my application. I would love the opportunity to further discuss how my background and passion align with the goals of Acme Corporation. I look forward to the possibility of contributing to your team and learning from your esteemed professionals.

Sincerely,

Jordan Smith