

# Jordan Lee Thompson

January 16, 2026

Acme Corporation  
RE: Real Estate Broker

Dear Hiring Manager,

I am excited to apply for the Real Estate Broker position at Acme Corporation, as advertised on Indeed. With my extensive background in real estate sales and a proven track record of exceeding performance goals, I am eager to contribute to your team's success and help clients navigate their property transactions with confidence.

In my previous role at Urban Realty Group, I successfully closed over \$15 million in residential sales in 2022, surpassing my sales target by 35%. This achievement was driven by my proactive approach to client relations and my ability to leverage market research to identify and present lucrative opportunities. I also implemented a digital marketing strategy that increased our online listings' visibility, leading to a 40% increase in inquiries and ultimately leading to a quicker sales process for my clients.

Additionally, I was recognized as the "Top Sales Agent" for three consecutive quarters due to my commitment to professionalism and customer satisfaction. I pride myself on providing personalized service, ensuring that every buyer and seller feels valued and well-informed throughout the entire transaction. My negotiation skills have enabled me to secure favorable terms for my clients, resulting in a strong referral base and repeat business.

I am highly motivated to bring my expertise in real estate brokerage to Acme Corporation and am excited about the opportunity to discuss how my skills can align with your goals. Thank you for considering my application; I look forward to the possibility of discussing my candidacy further.

Sincerely,

Jordan Lee Thompson