

Jordan Thompson

January 16, 2026

Acme Corporation

RE: Relocation Leasing Agent

Dear Hiring Manager,

I am writing to express my enthusiasm for the Relocation Leasing Agent position at Acme Corporation, as advertised on LinkedIn. With a proven track record in real estate and relocation services, I am excited about the opportunity to contribute my skills to your team and help clients find their ideal homes during their transitions.

In my previous role at Global Moves Realty, I successfully managed over 200 relocation cases, providing personalized service to clients moving into the city. I implemented a streamlined process for property showings that reduced the average time to lease by 30%, allowing clients to secure their new homes quickly and efficiently. Additionally, I developed a comprehensive resource guide for new arrivals that included local amenities, school districts, and transportation options, which significantly enhanced client satisfaction and was instrumental in achieving a 95% approval rating in post-move surveys.

I am particularly drawn to the mission of Acme Corporation to provide exceptional relocation experiences, and I am eager to bring my expertise in market analysis and customer service to your organization. I am confident that my proactive approach and dedication to client happiness would greatly benefit your team. I would welcome 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 contributing to your success.

Sincerely,

Jordan Thompson