**LETTER TEMPLATE**

**REAL ESTATE COVER LETTER**

**[Your Name]**

**[Real Estate Agent]**

**[Mailing Address]**

**[Phone Number]**

Date

**[Hiring Manager Name]**

**[Title]**

**[Company Name]**

**[Mailing Address]**

Dear **[Hiring Manager Name],**

I was very excited to see you have an opening within your Oakland sales force. As an agent with Boston’s Randy & Schultz, I increased our client base by 15% and 25% for two consecutive years, respectively. This achievement contributed to a 12% rise in closings the first year and a 16% increase by Q4 of the following year. By joining A&W’s Oakland team, I am certain I can achieve similar results.

The job ad says you're looking for a motivated team player who loves working with people. The following achievements show why your position is my perfect fit:

* **Motivated.** Became the go-to person for a team of 45 fellow associates by incessantly keeping up to date with the latest tools of the trade, seeking new methods, and closely following current market trends.
* **Team player.** Volunteered to train 3 groups of 5 interns and 17 new associates on the use of Salesforce, DocuSign, Hootsuite, and Trello.
* **People person.** Built and fostered relationships by actively reaching out to individuals and entities via avenues such as social networking, open house visits, trade shows, and conferences.

I’m very excited at the thought of joining such a reputable and professional team as A&W. Can we set up a meeting to discuss how I can use my experience and know-how to expand your presence in Oakland even further?

Best Regards,