

[Your Full Name]

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[Your Phone Number]

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[Your Email Address]

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[Your LinkedIn/Portfolio URL]

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[Date]

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[Hiring Manager Name]

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[Real Estate Agency Name]

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[Agency Address]

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Dear [Hiring Manager Name or "Hiring Team"],

I am writing to express my strong interest in the Assistant Real Estate Associate position at [Agency Name]. As a motivated professional with a background in [Relevant Industry/Skill] and a deep interest in the real estate market, I am eager to support your top-performing brokers and contribute to the continued growth of your firm.

During my previous experience at [Previous Company], I developed a strong foundation in [Key Skill, e.g., client relations, administrative support, or market research]. I am highly organized and adept at managing administrative tasks, including [Specific Task, e.g., coordinating showings, managing CRM databases, or preparing listing materials], which allows lead associates to focus on high-level negotiations and closings.

I am particularly drawn to [Agency Name] because of your reputation for [Specific Company Detail, e.g., luxury market dominance or client-first approach]. I hold a current [State] Real Estate License (or am currently pursuing one) and am prepared to handle the fast-paced demands of the industry with professionalism and discretion.

I would welcome the opportunity to discuss how my administrative strengths and passion for real estate can benefit your team. Thank you for your time and consideration.

Sincerely,

[Your Signature]

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[Your Printed Name]

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