

[Your Full Name]

[Phone Number] | [Email Address]

[LinkedIn Profile URL]

[City, State, Zip Code]

[Date]

[Hiring Manager Name]

[Brokerage/Agency Name]

[Company Address]

[City, State, Zip Code]

Dear [Hiring Manager Name],

I am writing to express my enthusiastic interest in the Entry Level Real Estate Associate position at [Brokerage Name]. As a professional transitioning from a successful career in [Previous Industry/Field], I bring a unique blend of [Skill 1], [Skill 2], and a long-standing passion for the real estate market. I am eager to apply my transferable skills to help [Brokerage Name] continue its growth and commitment to client satisfaction.

During my [Number] years in [Previous Industry], I developed a strong foundation in [mention a relevant skill, e.g., high-stakes negotiation, complex project management, or client relationship building]. For example, when I [briefly mention a previous achievement], I demonstrated the ability to [action relevant to real estate, e.g., manage tight deadlines or analyze market data]. I am confident that my ability to build rapport quickly and navigate technical contracts will allow me to hit the ground running as an associate.

I have recently completed [mention Real Estate License status or relevant coursework] and am deeply impressed by [Brokerage Name]'s reputation for [mention a specific company value or recent project]. I am particularly drawn to your team because of your focus on [Specific Area/Market Segment], and I am prepared to dedicate my full energy toward mastering the local market under your guidance.

I would welcome the opportunity to discuss how my background in [Previous Industry] and my commitment to a career in real estate can contribute to the success of your team. Thank you for your time and consideration.

Sincerely,

[Your Signature (if sending by mail)]

[Your Printed Name]