

[Your Full Name]
[Phone Number]
[Email Address]
[LinkedIn Profile URL]
[City, State, Zip Code]
[Date]

[Hiring Manager Name]
[Company Name]
[Company Address]
[City, State, Zip Code]

Dear [Mr./Ms./Mx. Last Name], I am writing to express my enthusiastic interest in the **Entry Level Real Estate Portfolio Associate** position at [Company Name], as advertised on [Platform/Website]. As a recent graduate with a degree in [Degree Name, e.g., Finance or Real Estate], I am eager to apply my analytical skills and passion for property management to support your portfolio team's growth and operational efficiency. During my academic career and [Internship Experience/Relevant Project], I developed a strong foundation in [Specific Skill, e.g., Financial Modeling, Market Research, or Asset Valuation]. Specifically, I have experience with:

- Analyzing market trends and property performance metrics to identify value-add opportunities.
- Assisting in the preparation of quarterly investor reports and financial statements.
- Utilizing software tools such as [Excel/Argus/Yardi] to streamline data management.

I am particularly drawn to [Company Name] because of your reputation for [Specific Company Achievement or Focus, e.g., sustainable development or urban multi-family assets]. I am a detail-oriented professional who thrives in fast-paced environments and is committed to delivering high-quality administrative and analytical support to senior asset managers. Thank you for your time and for considering my application. I look forward to the possibility of discussing how my background and dedication can contribute to the continued success of [Company Name].

Sincerely,

[Your Signature (if sending by mail)]
[Your Full Name]