

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

[Date]

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

Dear [Hiring Manager Name],

I am writing to express my enthusiastic interest in the Leasing Associate position at [Property Name], as advertised on [Where You Found the Posting]. As a motivated professional with a strong background in [Previous Industry, e.g., Hospitality/Retail] and a passion for the real estate industry, I am eager to transition my skills into a dynamic leasing environment.

Although I am new to professional real estate leasing, I possess a proven track record in high-touch customer service and sales. In my previous role at [Previous Company], I successfully managed [Specific Relevant Skill, e.g., client inquiries/high-volume scheduling], which resulted in [Specific Achievement]. I am confident that my ability to build immediate rapport with diverse individuals and my commitment to achieving occupancy goals will make me a valuable asset to your team.

What draws me to [Property Name/Company] is your reputation for [Specific Company Detail, e.g., exceptional resident life/modern urban living]. I am a quick learner, highly organized, and prepared to master the [Specific Software, if known, e.g., Yardi/Entrata] systems and local market trends necessary to excel in this role.

I am eager to bring my energy and dedication to the [Property Name] team. Thank you for your time and for considering my application. I look forward to the possibility of discussing how my background in service and sales can contribute to your community's success.

Sincerely,

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