

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

[Date]

[Hiring Manager Name]
[Real Estate Agency Name]
[Agency Address]
[City, State, Zip Code]

Dear [Hiring Manager Name],

I am writing to express my strong interest in the Real Estate Associate position at [Agency Name]. As a motivated professional with a newly acquired [State] Real Estate License and a background in [Previous Industry, e.g., Sales/Customer Service/Hospitality], I am eager to transition into the real estate industry and contribute to your team's success.

Although I am new to the real estate field, I have spent the last [Number] years honing skills in [Skill 1, e.g., high-stakes negotiation], [Skill 2, e.g., lead generation], and [Skill 3, e.g., client relationship management]. My background has prepared me to handle the fast-paced nature of real estate while maintaining a high standard of professionalism and attention to detail.

I am particularly drawn to [Agency Name] because of your reputation for [Specific Agency Strength, e.g., luxury market expertise/community involvement]. I am committed to learning your brokerage's specific systems and working tirelessly to convert leads into closed transactions. I possess strong local market knowledge of [Specific Neighborhoods] and am comfortable utilizing [Relevant Software/Social Media] to boost property visibility.

I am eager to bring my work ethic and dedication to your office. Thank you for your time and consideration. I look forward to the possibility of discussing how my transferable skills can benefit [Agency Name].

Sincerely,

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