

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

[Date]

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

Dear [Mr./Ms./Mx. Last Name],

I am writing to express my enthusiastic interest in the Residential Leasing Associate position at [Property Name], as advertised on [Source of Job Posting]. With a background in [Sales/Customer Service/Real Estate] and a commitment to providing exceptional resident experiences, I am confident in my ability to contribute to your leasing goals.

In my previous role at [Previous Company], I developed a strong track record of [Key Achievement, e.g., maintaining high occupancy rates or streamlining the application process]. I am skilled at conducting property tours, managing lead pipelines through CRM software, and executing comprehensive marketing strategies to attract prospective residents.

What draws me to [Company Name] is your reputation for [Specific Company Trait, e.g., luxury amenities or community engagement]. I am eager to bring my interpersonal skills and professional demeanor to your team to help maximize revenue and ensure a seamless move-in process for all new tenants.

Thank you for your time and consideration. I look forward to the possibility of discussing how my experience aligns with the needs of your leasing office.

Sincerely,

[Your Signature]
[Your Printed Name]