

[Your Full Name]  
[Your Address]  
[Phone Number]  
[Email Address]  
[LinkedIn Profile URL]

[Date]

[Hiring Manager Name]  
[Title]  
[Real Estate Agency/Company Name]  
[Company Address]

Dear [Hiring Manager Name/Title], I am writing to express my interest in the Real Estate Executive Assistant position at [Company Name]. With a background in administrative support and a strong understanding of the real estate industry, I am confident in my ability to streamline your operations and support your executive team in achieving their sales and development goals. In my previous roles, I have demonstrated excellence in:

- Managing complex calendars, listing appointments, and closing schedules.
- Coordinating property marketing materials, including MLS listings and social media content.
- Acting as a primary point of contact for high-net-worth clients, escrow officers, and vendors.
- Maintaining CRM databases to ensure consistent lead follow-up and client retention.
- Preparing legal documents, listing agreements, and disclosure packages with high attention to detail.

I am particularly drawn to [Company Name] because of [mention a specific project, company reputation, or market niche]. I am eager to bring my organizational skills and proactive approach to your team to help increase efficiency and provide top-tier service to your clients. Thank you for your time and consideration. I look forward to the possibility of discussing how my experience aligns with the needs of your firm. Sincerely, [Your Signature] [Your Printed Name]  
Enclosure: Resume