

[FULL NAME]

[PHONE NUMBER] • [EMAIL ADDRESS] • [LINKEDIN PROFILE URL]
[MAILING ADDRESS]

[Date]

[Hiring Manager Name]
[Title, e.g., Managing Director or Principal]
[Company Name]
[Company Address]

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

Regarding the **[Job Title/Acquisitions Executive]** position at [Company Name], I am writing to express my interest in joining your investment and development team. With a proven track record of managing over \$[Dollar Amount] in real estate transactions and a deep understanding of [Specific Market/Asset Class], I am prepared to drive value and expand your firm's portfolio.

Throughout my tenure at [Current/Previous Company], I have specialized in the full lifecycle of real estate development, from initial site identification and complex financial modeling to capital structuring and final disposition. My recent achievements include [Briefly highlight a major deal or internal rate of return achieved]. I possess a rigorous approach to underwriting and a robust network of brokers, lenders, and municipal stakeholders that facilitates a proprietary deal flow.

I am particularly drawn to [Company Name] because of your recent [mention a specific project, fund, or market strategy]. My expertise in [Specific Skill, e.g., Joint Venture structuring or HUD financing] aligns directly with your current initiatives. I am confident that my institutional-grade analytical skills combined with an entrepreneurial mindset will contribute to the continued growth of your development pipeline.

I look forward to the opportunity to discuss how my background in high-stakes acquisitions can benefit [Company Name]. Thank you for your time and consideration.

Sincerely,

[Full Name]