

[YOUR FULL NAME]

[City, State, Zip] | [Phone Number] | [Email Address] | [LinkedIn Profile URL]

[Date]

[Hiring Manager Name]

[Title]

[Company Name]

[Company Address]

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

RE: [Position Title / Job Reference Number]

[Opening Paragraph: State the specific executive role you are applying for and provide a high-level summary of your years of experience in real estate investment and development. Mention your core value proposition, such as AUM managed or total square footage developed.]

[Second Paragraph: Detail your expertise in capital markets, site acquisition, and financial modeling. Highlight your track record in securing debt/equity and navigating complex regulatory environments or zoning entitlements.]

[Third Paragraph: Focus on asset class expertise (e.g., Multi-family, Industrial, Mixed-use) and leadership style. Discuss your ability to manage cross-functional teams, from architects and contractors to legal counsel and institutional investors.]

[Fourth Paragraph: Align your career achievements with the specific strategic goals of [Company Name]. Explain why your investment philosophy or development approach fits their current portfolio or expansion plans.]

[Closing Paragraph: Reiterate your interest and express a desire for an interview to discuss how your leadership can drive IRR and portfolio growth. Thank them for their time.]

Sincerely,

[Your Signature (if sending by mail)]

[Your Typed Name]