

[YOUR NAME]

[PHONE NUMBER] • [EMAIL ADDRESS] • [PORTFOLIO/LINKEDIN URL]
[CITY, STATE, ZIP CODE]

[Date]

[Hiring Manager Name]
[Principal Broker/Managing Director]
[Firm Name]
[Firm Address]

RE: [POSITION TITLE] - [REFERENCE NUMBER, IF APPLICABLE]

Dear [Recipient Name],

It is with great interest that I submit my credentials for the [Position Title] role with [Firm Name]. As a specialist in the high-net-worth residential market with a proven track record of facilitating high-value transactions, I have long admired [Firm Name]'s reputation for [mention a specific firm strength, e.g., architectural integrity/discreet service/market dominance].

Throughout my career, I have cultivated a sophisticated client base by providing white-glove service and data-driven market insights. My recent achievements include:

- [Key Achievement: e.g., Successfully closed \$XXM in luxury residential sales within the last fiscal year.]
- [Key Achievement: e.g., Developed a proprietary network of international buyers and high-net-worth individuals.]
- [Key Achievement: e.g., Orchestrated comprehensive marketing campaigns for ultra-luxury estates resulting in record-breaking price per square foot.]

I understand that luxury real estate is as much about relationship management and discretion as it is about the asset itself. I am adept at navigating the complexities of high-stakes negotiations while maintaining the utmost confidentiality for my clients. My approach combines traditional networking with modern, targeted digital strategies to ensure maximum exposure for premier listings.

I am eager to bring my expertise in the [Specific Neighborhood/Market Segment] to the esteemed team at [Firm Name]. I look forward to the opportunity to discuss how my background aligns with your firm's standards of excellence.

Thank you for your time and consideration.

Sincerely,

[Your Full Name]