

[FULL NAME]
[CITY, STATE, ZIP] | [PHONE]
[EMAIL ADDRESS] | [LINKEDIN/PORTFOLIO URL]

[DATE]

[HIRING MANAGER NAME]
[TITLE]
[FIRM NAME]
[ADDRESS]

Dear [Hiring Manager Name],

[INTRODUCTORY PARAGRAPH]

State the specific position and your high-level value proposition. Reference your history in the luxury market and your alignment with the firm's specific brand prestige and market positioning.

[STRATEGIC EXPERTISE & MARKET POSITIONING]

Detail your experience with high-net-worth individuals (HNWI) and ultra-high-net-worth individuals (UHNWI). Highlight your mastery of discrete marketing, white-glove service standards, and your ability to navigate complex contractual negotiations in the [Specific Geographic] luxury sector.

[QUANTIFIABLE ACHIEVEMENTS]

Focus on specific metrics: average listing price, total sales volume, or market share growth. Mention specific prestigious developments or notable transactions you have facilitated while maintaining client confidentiality.

[CULTURAL FIT & NETWORKING]

Discuss your approach to relationship management and your existing network of global stakeholders, lifestyle partners, and wealth managers that provide a competitive advantage to the firm.

Sincerely,

[FULL NAME]