

[Your Full Name]
[City, State, Zip Code]
[Phone Number]
[Email Address]
[LinkedIn Profile URL]

[Date]

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

Dear [Hiring Manager Name or "Search Committee"],

I am writing to express my strong interest in the Real Estate Executive Assistant position at [Company Name], as advertised on [Platform/Referral Source]. With a background in [Number] years of high-level administrative support and a deep understanding of the [Residential/Commercial] real estate market, I am confident in my ability to streamline your operations and support your executive team.

In my previous role at [Previous Company], I successfully managed [Specific Achievement, e.g., transaction coordination for 50+ closings annually] and oversaw [Specific Task, e.g., complex scheduling and CRM management]. I am proficient in industry-standard tools including [Software, e.g., MLS, DocuSign, Zillow, or Salesforce], ensuring that listing presentations, contract deadlines, and client communications are handled with absolute precision.

I understand that in the fast-paced world of real estate, discretion, proactive problem-solving, and impeccable client relations are paramount. I am eager to bring my expertise in [Specific Skill, e.g., marketing collateral creation or escrow tracking] to [Company Name] to help your team achieve its sales targets and maintain its reputation for excellence.

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 Typed Name]