

[Your Full Name]
[Phone Number]
[Email Address]
[LinkedIn Profile/Portfolio URL]

[Date]

[Hiring Manager Name]
[Company Name]
[Company Address]

Dear [Hiring Manager Name or "Hiring Team"],

I am writing to express my interest in the Real Estate Customer Service Representative position at [Company Name], as advertised on [Platform where job was found]. With a background in [Number] years of customer support and a strong interest in the real estate market, I am confident in my ability to provide exceptional service to your clients and agents.

In my previous role at [Previous Company Name], I developed a reputation for efficiently resolving client inquiries and managing complex administrative tasks. My experience includes [mention key skill e.g., managing high-volume call traffic, processing lease applications, or coordinating property viewings]. I am highly proficient in [Software/CRM Name] and possess a deep understanding of the importance of timely communication in a fast-paced property environment.

I am particularly drawn to [Company Name] because of your reputation for [mention a specific company value or project]. I am eager to bring my problem-solving skills and professional demeanor to your team to ensure a seamless experience for every buyer, seller, and tenant.

Thank you for your time and for considering my application. I look forward to the possibility of discussing how my skills can contribute to the continued success of [Company Name].

Sincerely,

[Your Name]