

[Your Full Name]

[Your Phone Number]

[Your Email Address]

[Your LinkedIn Profile/Portfolio URL]

[Your Address, City, State, Zip]

[Current Date]

[Hiring Manager Name]

[Title, e.g., Broker or Operations Manager]

[Real Estate Agency Name]

[Agency Address]

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

I am writing to express my strong interest in the Real Estate Administrative Assistant position at [Agency Name], as advertised on [Platform Name]. With a background in [Previous Industry or Relevant Field] and a keen interest in the real estate market, I am confident in my ability to streamline your office operations and support your team of agents in achieving their sales targets.

During my time at [Previous Company], I developed a high level of proficiency in [Specific Skill, e.g., CRM management, scheduling, or document preparation]. I understand that the real estate industry moves at a fast pace, and I am prepared to handle the meticulous demands of [Key Task, e.g., listing coordination, transaction tracking, or client communications]. My attention to detail ensures that all contracts and disclosures are handled with the utmost accuracy, while my communication skills allow me to provide professional service to buyers and sellers alike.

I am particularly drawn to [Agency Name] because of [Specific reason: e.g., your focus on luxury properties / your reputation for community involvement]. I am eager to bring my organizational expertise and [Software Proficiency, e.g., DocuSign, MLS, or Excel] skills to your team to help maintain the high standard of excellence your clients expect.

Thank you for your time and for considering my application. I look forward to the possibility of discussing how my administrative strengths can contribute to the continued growth of [Agency Name].

Sincerely,

[Your Signature (if sending by mail)]

[Your Printed Name]