

[Your Full Name]

[Address, City, State, Zip Code]

[Phone Number] | [Email Address]

[LinkedIn Profile URL]

[Date]

[Hiring Manager Name]

[Title]

[Company Name]

[Company Address]

Dear [Hiring Manager Name],

I am writing to express my interest in the Real Estate Portfolio Manager position at [Company Name], as advertised on [Platform]. With a proven track record in [Asset Class, e.g., Commercial/Residential/Industrial] asset management and a strategic approach to maximizing Net Operating Income (NOI), I am confident in my ability to optimize your portfolio's performance.

In my previous role at [Current/Previous Company], I managed a portfolio valued at [Dollar Amount], consistently achieving [Percentage]% year-over-year growth. My expertise includes conducting rigorous financial modeling, overseeing capital expenditure (CapEx) projects, and implementing tenant retention strategies that reduced vacancy rates by [Percentage]%. I am adept at navigating complex market cycles and identifying repositioning opportunities to enhance long-term asset value.

I am particularly drawn to [Company Name] because of [Specific Reason, e.g., your recent acquisition of X properties or your commitment to sustainable development]. I am eager to bring my analytical skills and deep understanding of [Specific Market/Region] to your investment team.

Thank you for your time and consideration. I look forward to the possibility of discussing how my experience in risk mitigation and portfolio diversification can contribute to the continued success of [Company Name].

Sincerely,

[Your Signature (if sending by mail)]

[Your Printed Name]