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# Example of Leasing Assistant Cover Letter

831 Bobbi Ranch  
Swaniawskiport, MN 40907-1589

**Dear Parker Schroeder,**

In response to your job posting for leasing assistant, I am including this letter and my resume for your review.

In my previous role, I was responsible for assistance with calendar management in Outlook and Microsoft Teams.

Please consider my experience and qualifications for this position:

* Prior experience in the student housing industry preferred
* Computer knowledge and relevant software applications
* Skilled in MS office (Excel, Word), Google Apps, Gmail
* California Real Estate Sales License
* Experience in Real Estate, preferably commercial leasing
* Extensive network of contacts with brokers
* Basic knowledge of business, contracts, and commercial construction
* Comfortable working in a professional, team oriented and deadline-driven environment

**Thank you for considering me to become a member of your team.**

Sincerely,

Bellamy Simonis