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# Example of Leasing Assistant Cover Letter

670 Alexander Trafficway
Ronnyville, AR 53630

**Dear Gray Harber,**

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 senior level administrative management support of executive's daily calendar via Microsoft Outlook.

Please consider my qualifications and experience:

* Attention to detail resulting in consistently reliable, accurate and thorough work
* Strong verbal communication, business writing and interpersonal skills
* Big 4 or public accounting experience preferred
* Print and distribute renewal list to Account Manager before renewal
* Identify and implement process improvements to automate processes where applicable
* Blue Moon
* MS Suite
* Ideally looking for someone who has some type of leasing/property management experience

**Thank you in advance for reviewing my candidacy for this position.**

Sincerely,

Brooklyn Jacobi