

# Client Services Specialist Cover Letter

9021 Fallon ViaLake Eduardo, NV 43155-5588

**Dear Azariah Olson,**

I submit this application to express my sincere interest in the client services specialist position.

Previously, I was responsible for marketing Plan, product specifications, and product features to Product Management for the completion of Business Plan.

I reviewed the requirements of the job opening and I believe my candidacy is an excellent fit for this position. Some of the key requirements that I have extensive experience with include:

- Work with Broker(s) to create and prepare content for proposals
- Work with Broker(s), marketing and research staff on project coordination and execution of pitches and proposals
- Coordinate and participate in meetings with tenants, landlords, sellers, buyers, vendors and other parties involved with each transaction
- Assist in the proactive management of Clients' real estate needs and adjunctive services
- Gain and maintain general property specific market knowledge
- Create comprehensive surveys, marketing documents for tenant requirements, tours and offerings
- Deliver and pick up surveys, leases, financial and legal documents, and other pertinent paperwork
- Show properties to prospective tenants

**Thank you in advance for taking the time to read my cover letter and to review my resume.**

Sincerely,

Sawyer Lemke