

Client Services Specialist Cover Letter

420 Loise Point Rosalie Fort, NM 44055

Dear Drew Kirlin,

In response to your job posting for client services specialist, I am including this letter and my resume for your review.

In my previous role, I was responsible for marketing plan, product specifications, and product features to Product Management team for completion of business plan.

My experience is an excellent fit for the list of requirements in this job:

- Proactively assist in communication of lease/sale negotiations and agreements
- Track and document all deal related communications, store/file according to company standards
- Assist with move-in coordination/details
- Track closed deals for proactive renewal contact and touch-point reminders
- Assist with collecting and documenting accurate property listing details and comparables for data bases, flyers, floor plans, and other documents in a complete and timely manner
- Assist with the coordination of accurate signage for properties
- Compile and maintain accurate property details in Listing Notebooks for reference
- Assist with maintaining monthly Leasing Activity Reports

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

Sincerely,

Riley Dooley