

# Leasing Agent Cover Letter

231 Beahan Groves Rhiannonfort, MI 72907

**Dear Story Herzog,**

I am excited to be applying for the position of leasing agent. Please accept this letter and the attached resume as my interest in this position.

In my previous role, I was responsible for senior leadership and direction for origination and execution of leasing transaction for commercial real estate assets in the Pacific Northwest region to ensure maximum value.

Please consider my experience and qualifications for this position:

- Tertiary qualification in property or finance and accounting related discipline
- Commercial and retail real estate experience
- IT proficiency in the Microsoft suite of office packages
- Knowledge of RI Fair Housing Laws
- Proven success in property management setting
- High level of Proficiency in current Yardi Voyager software
- Property management, hospitality, or retail experience preferred
- Experience working with local, state, or federal government in a real estate capacity

**Thank you for your time and consideration.**

Sincerely,

Emerson Jast