

Leasing Agent Cover Letter

7116 Glenn Lodge Sydneyborough, ID 13399-0955

Dear Alexis Monahan,

I submit this application to express my sincere interest in the leasing agent position.

In my previous role, I was responsible for advanced knowledge of real property laws and regulations, knowledge of land use laws, commercial property development, real estate finance, and property lease negotiating.

Please consider my qualifications and experience:

- Experience with commercial leasing or property management
- Experience in negotiating lease terms, rental rates, operating expenses, and lease agreements on behalf of governmental entities or commercial landlords
- Experience working simultaneously on multiple projects with shifting priorities and deadlines
- Experience creating complex spreadsheets using MS Excel
- Strong sales, time management and organizational skills
- Proficient with Yardi and Rentcafe CRM software
- Attendance is an imperative job function
- Calculates the tenant's monthly rental costs based on established lease rates, square footage and the length of the agreement

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

Sincerely,

Emery Ratke