

# Leasing Agent Cover Letter

83873 Fahey Hills East Guadalupe, SC 76816

**Dear Peyton Schinner,**

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 the previous role, I was responsible for leasing services that will include sourcing and leasing space and/or facilities from the private market to support City staff accommodation and special purpose requirements including leasing City owned properties to support other City initiatives including leasing to not for profits, agricultural leasing and special event leasing.

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

- Professional customer service and communication skills, both verbal and written
- Superb computer skills and Microsoft Office
- Aptitude for high level English language
- Manage multiple large accounts simultaneously and have a proven track record of accomplishing tasks on time
- Manage shifting priorities and execute tasks in a high-pressure environment
- A strong team player who is able to maintain a mature, calm approach to all situations
- Receive calls, emails and in-office visits from prospects and existing clients
- Discuss requirements and preferred home criteria with existing clients and prospects and introduce the different available options thoroughly accordingly

**Thank you for taking your time to review my application.**

Sincerely,

Corey Hoeger