

# Leasing Specialist Cover Letter

308 Tarsha Circle Vicentemouth, ND 19579

**Dear Briar Kub,**

I would like to submit my application for the leasing specialist opening. Please accept this letter and the attached resume.

In the previous role, I was responsible for information, education, and training on processes, procedures products and/or services for their assigned area(s) of responsibility.

Please consider my experience and qualifications for this position:

- Act as liaison between leasing companies, sales teams, and sales support team
- Process lease applications to ensure that all necessary information is provided on the lease app
- Draft lease/easement agreements, lead negotiations with potential new Landlords, redline agreements and get final agreements to the point where both Landlord and Client's business/legal approve and execute

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

Sincerely,

Armani Haley