

Kobe Beltran

example@myemail.com | (098) 765-4321
456 My Street, San Diego, CA 76543

Rhiana Hale

Carpenter Realtors

123 Your Street,

Houston, TX 12345

(123) 456-7890

example@youreemail.com

[month, day, year]

Dear Ms. Hale,

Boosting my client roster by 35% in a single fiscal quarter was my most significant achievement of 2023. Through tireless professional networking and a talent for building rapport, I managed this fast growth. I am excited to continue my reputation for business generation as a real estate agent at Carpenter Realtors.

As an innovative agent with over 12 years of industry experience, I am drawn to Carpenter Realtors' focus on creative property marketing. I believe that my proven ability to close sales on a diverse range of properties makes me the ideal addition to your team.

My recent accomplishments include:

- Providing consistently outstanding education to clients on how to best showcase their homes, receiving a 98% satisfaction rating over three years
- Training five new estate agents to improve their negotiation skills
- Generating 23% more sales commission than any other agent on my team

I would like to schedule an appointment to explore how my extensive experience and strong sales ability can yield impressive profits for your company in 2021. Please get in touch to arrange a convenient interview.

Sincerely,

Kobe Beltran

P.S. I would love to tell you why I received a NAR Good Neighbor Award in 2019.