

Leasing Consultant Cover Letter Sample 1

Charlie Everly

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Shirley Jenkins

Human Resources Director

Trenton Area Apartments

113 Rain Street, Trenton, New Jersey 47125

Dear Mrs. Jenkins,

Upon discovering your advertisement on your website for a leasing consultant, I was immediately excited to submit my cover letter and resume for consideration. As you will notice while browsing my enclosed resume, I have an extensive 10 years of experience as a leasing consultant and an additional five years of customer service experience prior to entering the field. Additionally, I hold a bachelor's degree in business administration. With this demonstrated level of skill and experience, I am confident in my ability to be a part of your team.

At the present, I am actively engaged in the reviewing and completion of all leasing applications. In this capacity, I am responsible for assessing a rental applicant's eligibility and creditworthiness in leasing properties. In my daily duties, I must maintain an up-to-date and in-depth knowledge of both current market trends and the competition's current activities. I have a long history with this company, during which I have established long-term leasing goals that further the company's agenda, and effectively managed relations with tenants.

Among the achievements that I am most proud of in my current position is my ability to train other new leasing consultants. Many of the new consultants that I have trained do not have very much sales or customer service experience, as this is typically a new job for many college graduates in the area. With my training, they have become very successful in leasing. Overall, our leasing staff maintains a 95% occupancy rate among both myself and those leasing consultants who have completed my training.

I am skilled in most Microsoft applications, and I can type 75 wpm. With a minor in Spanish, I am bilingual in both English and Spanish, both verbally and in written communication. My professionalism in providing top tier customer service is a skill that I am very proud of, and this skill has frequently been recognized by my supervisors.

My strengths as an experienced leasing consultant make me an excellent fit for the open position at your apartment complex. I am confident that a further discussion of my abilities during an

interview will convince you of my qualifications. Thank you for your consideration, and I look forward to hearing from you soon in order to schedule an interview.

Sincerely,
Charlie Everly