

Leasing Consultant Cover Letter Sample 2

Clarissa Morena

8745 Fairview Drive, Indianapolis, Indiana 36521

741-789-6541

cmorena@email.com

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Adam Dallas

Hiring Manager

Greater Indianapolis Apartments

6421 Blanket Street, Indianapolis, Indiana 36521

Dear Mr. Dallas,

I was thrilled to see your advertisement for a leasing consultant on the job opportunities board of my alma mater, Midwest Technical University. Since earning my degree in sales and marketing in 2011, I have worked steadily as a leasing consultant. During that time, I have cultivated a strong sense of dedication towards developing both my sales and customer service skills. I have the greatest confidence that these traits will make me the best choice for a leasing consultant for your company.

My current job at Pepperson Apartments permits me to enthusiastically greet residents and potential residents on a daily basis. Our strongest goal at Pepperson involves focusing on retention of existing residents, and I am proud to be part of a team that places that as our priority. As part of our retention efforts, I play an active role in resolving resident issues and any concerns that they may have through phone, email, or in person.

During my time as a leasing consultant, I have maintained a consistent retention rate of 90% or higher. For the past two years, I have received recognition as having the highest retention rate of any leasing consultant at our complex. I have also been placed in charge of organizing and maintaining our Twitter and Facebook accounts.

The primary skills that I value greatly include the ability to remain friendly and professional at all times, no matter how stressful the job may become during the course of the day. I also have an advanced knowledge of computer applications, and am capable of using both Apple and Microsoft products. If there is a technological product in the office, chances are excellent that I can use it, and this includes fax machines, computers, printers, and multi-line telephones. I have also frequently worked as the IT consultant during my time at my current employment, and internet troubleshooting is among my skills.

To conclude, I cannot wait to further discuss my qualifications with you. While the enclosed resume demonstrates my education and hands-on abilities, I am sure that an interview would

make my skills even more apparent. I can easily be reached through both phone and email, and I will be happy to set up a Skype interview if it is more convenient for you.

Sincerely,
Clarissa Morena