

# OCTAVIA PRICE

Real Estate Agent 135 Address Road, Bloomington, IN 20394 o.price@myemail.com (887) 766-5544

**August 13, 2021**

## SHANAE PETERSON

Talent Specialist  
Century 21 Scheetz  
(445) 667-8899  
s.peterson@youreemail.com

Dear Ms. Peterson,

At my most recent performance appraisal, I was named the top-selling junior realtor at my agency. My supervisors praised my ability to build a warm rapport with clients and select properties to match their needs. I hope to use my strong interpersonal skills to generate outstanding profits at Century 21 Scheetz.

As an energetic realtor with three years' experience selling residential properties, the chance to be part of a fast-growing company like Century 21 Scheetz is compelling. I believe that my excellent prospecting ability and innovative mindset can make me a valuable member of your team.

My recent achievements include:

- Writing engaging and eye-catching property descriptions that boosted cold inquiries by 65% over six months
- Devising and producing an educational resource to help clients present their properties correctly, reducing the average time from listing to selling by two weeks
- Consistently exceeding personal productivity targets by at least 21% over 3 years

I look forward to meeting you to discuss how I can help customers and colleagues at Century 21 Scheetz. Please don't hesitate to get in touch to schedule an interview.

Sincerely,

*(Insert Signature Here)*

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P.S. I would like to explain why I received a workplace commendation for team spirit in 2020.