

Real Estate Agent cover letter

Two sample letters, experienced and fresher. Keep the one closer to your situation, replace the text in [brackets] and every detail with your own.

SAMPLE LETTER: EXPERIENCED

Dear Hiring Manager,

I am applying for the Senior Property Consultant role at [Organisation name]. I am a HARERA-registered agent with six years in residential resale across Gurugram, and your plan to open a Golf Course Extension Road office matches the buyers and owners I already serve.

Over the last three years I have closed 74 resale transactions, mostly 3BHK and 4BHK apartments in gated societies. I coordinate title checks, home loan sanction letters and registration appointments myself, which has kept my average deal cycle close to seven weeks. Around 40 percent of my new mandates now come from earlier clients and their neighbours. I also maintain a society-wise price register that helps sellers set asking prices buyers will actually accept, so fewer listings go stale.

I am now looking for a larger platform with legal and loan support in-house, and a role where I can also coach newer consultants. My notice period is 30 days, and my current listings can be handed over cleanly within that time.

Thank you for reading my application. I would be happy to share references from past clients at your convenience.

Regards,
[Your name]

SAMPLE LETTER: FRESHER

Dear Hiring Manager,

I am writing to apply for the Junior Property Consultant role at [Organisation name]. I recently completed my BBA from a college in Pune, and I would like to begin my career with a brokerage that handles resale and rental homes, because that work depends on local knowledge I can build street by street.

During a three-month internship with a small resale office in Kothrud, I updated listings for 40 flats, arranged 55 site visits and kept a follow-up sheet for every enquiry. Two of the families I showed homes to went on to buy, and the owner asked me to stay on part-time for another month. I also helped a senior agent prepare leave-and-licence agreements and collect documents for police verification of tenants, so I understand how much paperwork sits behind each deal.

I hold a two-wheeler licence, speak Marathi, Hindi and English, and am comfortable with weekend site visits. I plan to complete the MahaRERA agent training and registration as soon as I join, with your guidance. I can start immediately.

Thank you for considering my application. I would be glad to meet you and walk through my internship tracker.

Regards,
[Your name]

BEFORE YOU SEND IT

- Put your state RERA agent registration number just below your name, or clearly say you will register on joining; brokerages must work with registered agents and check this first.
- Name the localities, property types and buyer profiles you know instead of claiming to cover the whole city; a hiring manager wants to know which listings you can start selling in week one.
- Quote deals closed, square feet leased or booking value rather than commission earned, and leave out client names or flat numbers from past transactions to respect confidentiality.
- Keep it under one page with a subject line such as “Application: Property Consultant – Resale, Baner and Aundh”, and attach a short deal list only if the advert asks for one.