

JOHN DOE

123 Circle Cres.
City, State

johndoe@gmail.com
(123) 123-1234

Name of Hiring Manager

Title of Hiring Manager

Name of Company

Address of Company

Thursday, June 8, 2017

Dear name/hiring manager

I am writing to express my interest in securing the position of insert position here at company name here. I am a recent Master of Arts degree graduate from University, specializing in Economics. I come from a solid real estate background with a strong interest in asset management and a passion towards strategy. My area of focus and interest varies from data analytics to project management. I maintained an 8.0 GPA through a well-balanced program of study, which was not only very analytical and technical by nature but also helped to build leadership and team building qualities. I am extremely impressed with [insert company name]'s approach to the real estate investment trust industry, especially within business developments and practices. I believe my academic background, business knowledge, and industry experiences have provided me with the credentials needed to thrive as an asset manager.

Prior to University, I worked as a real estate analyst, primarily [example like required by job]. I gained solid research, analytical, and management skills while working at [former employer]. My background in real estate development has provided me with a deeper understanding of multifaceted issues and risks that real estate investment trust companies encounter in their daily operations. Moreover, because of my work experiences, I fully understand how important it is to have great team dynamics in today's multi-disciplinary business environment.

I would appreciate the opportunity to interview with Company Name for the position title position. Please find attached my resume for your review. I can be reached via email at johndoe@gmail.com or by phone at (123) 123-1234. I enthusiastically look forward to hearing from you soon.

Sincerely,

[signature]

John Doe

John Doe

JohnDoe@gmail.com • (123) 123-1234

Education

University

MA Economics

June 2017

- GPA 8.0/9.0
- Data Analytics Project: [How Change in Housing Prices Affect Votes in US](#)

University

Bilingual BA (Hons) Business Economics

June 2013

- Planned and organized a charity event which raised \$5000 for "Because I'm a Girl"

Professional Experience

University

City, State

Teaching Assistant - Economics

September 2016 – June 2017

- Assisted the professor for the courses of Public Finance I & II, and Advanced Statistics
- Reviewed assignments and graded exams for 115 students

Health Services Company

City, State

Project Advisor

February 2014 – August 2016

- Conducted research into 50 community housing buildings across [city], and developed a report which linked these buildings to 65 community health organizations
- Lead planning and deployment of **[major project]**, an initiative to gather client service utilization data from 120 Health Service Providers

Marketing Company

City, State

Analyst – Business, Finance

June 2013 – March 2014

- Collected and analysed data resulting in an expansion into three new markets and an 18% increase in revenue
- Directed a team of five to assemble a comprehensive business plan resulting in \$70,000 funding
- Remodelled financial analysis and projection documents in Excel

Real Estate Development Company

City, State

Analyst – Real Estate

May 2008 - September 2012

- Handled the purchase and development of a \$400,000 commercial property, leading to a valuation of \$2.7m and created value of \$1.1m (Cap Rate 6%, Yield on Cost 10%)
- Conducted financial analysis on feasibility of a \$1.2 new construction multi-use commercial property, leading to a created value of \$2m
- Negotiated and reviewed lease documents for 22 commercial units
- Sourced contractors and tradesmen which contributed to a 35% reduction in yearly maintenance costs

Sports & Activities

- Avid skydiver with over 35 jumps
- Travel enthusiast, and have summited two mountains in the Himalayas
- Competitive runner/adventure racer