

311 Government Road
Weyburn, SK, S4H0P5

December 3, 2021

Hiring Manager
Choice Properties REIT
Regina, SK, S4V 3A3

Dear Choice Properties REIT Hiring Manager,

Please consider my application for a property administrator position at your Regina location, as advertised on November 30 on your website. I am a 4th year student in the Bachelor of Business in Real Estate program at the University of British Columbia with a graduation date of December 2022.

Upon review of the enclosed résumé, you will notice I have worked in a full-time office environment for 7 years, 3 of those years in a Real Estate office. Within my first year as an executive assistant for a Real Estate team ranked in the top 1% throughout the Greater Vancouver Area, I was promoted as director of operations. As well, with the collaboration of 2 industry leaders, I co-founded a Real Estate transaction business which has seen a 200% profit growth in our second year of business. This experience, combined with earlier design work has given me the tools to become a leader with an excellent analytical and detail oriented skill set.

As a Real Estate group manager and business student, I am well-versed in property management, property sales and financing. I hold a diploma in urban land economics and am constantly growing my knowledge in the Real Estate industry.

My background has prepared me to become adaptable to any environment, by leading a team or working independently, as well as growing excellent time management and organizational skills.

Should you consider my application, please phone me any weekday at (306) 458-7115.

Sincerely,

A handwritten signature in cursive script that reads "Tamara Oman". The signature is written in black ink and is positioned above the typed name.

Tamara A. Oman