



*Adding value to real estate.
Adding value for clients*



To Whom It May Concern:

We are seeking a Texas State business to student to fulfill a part-time position in our real estate office as a marketing intern. A brief job description is below.

Title: Executive Marketing Assistant

Qualifications:

- Proficient in MS Excel and Word
- Ability to quickly learn and utilize other industry specific web based programs (MLS)
- Good office organizational skills (filing, etc...)
- Good written and verbal communication skills (internal emails, customer phone calls).
- Has an interest in learning about the Central Texas real estate market

Roles and Responsibilities:

- Responsible for managing several marketing systems to generate inbound leads
- Tracking results from marketing efforts
- Assisting in decision making for marketing systems
- Assisting two real estate agents with client and contract issues involved with real estate brokerage and investment transactions in the central Texas market.

Sincerely,

E. Scott Ross
Co-Owner, E & T Real Estate LLC