Jordan Hale

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Mr Richard Ferrand
Area Director
Wreake Valley Property
18 High Street
Loughborough LE11 9ZX

Dear Mr Ferrand

Application for Branch Manager, Loughborough

I am applying for the Branch Manager post at your Loughborough office. I have six years with Hawthorne & Webb in Leicester, in lettings and then sales, and for the last three years I have been the branch's senior sales negotiator.

I value about eight homes a month and run up to 25 viewings a week. In 2025 I agreed 74 sales worth £19.6 million, and I chase every one with the solicitors, surveyors and brokers until it completes.

I also run our identity and anti-money laundering checks and train new negotiators on viewings and Reapit. I would like to lead a branch with a strong lettings side, as yours has, where I can use both halves of my experience.

My CV is attached, and I would be glad to meet. Thank you for considering my application.

Yours sincerely

Jordan Hale