

To whom it may concern,

If you're looking for someone who is responsible, dependable, and organized, who also has experience building relationships, then I hope that you'd consider my application for employment.

Currently enrolled at the University of San Diego in their Masters of Science in Real Estate program, I'm scheduled to earn my degree in May 2023. I'm also a former mental health therapist who has been working in the real estate industry for nearly eight years.

In my two most recent positions, I was the primary point person for all investor relations and led a marketing campaign. It was my responsibility to verify financial documents to assure that investors in our Regulation D fund were accredited, to onboard investors, and to maintain relationships with them. I was also responsible for providing monthly updates, preparing an annual report on the funds, as well as maintaining tax, subscription, and other relevant investor documents on an online platform.

I frequently worked at an event booth at conferences nationwide, reaching out to potential investors, periodically making presentations, and spent a significant amount of time managing our marketing efforts, including conducting webinars, a mass email campaign, and social media outreach.

Prior to this I was in social services, where I learned to work well under pressure, with a diverse population, and to balance multiple tasks. I honed organizational and interpersonal skills that have helped me to mediate conflicts between coworkers, executives, and vendors.

This semester I'm studying finance and investments, real estate development, and on the side working to improve my Excel skills. I'm a hard worker who is committed to the tasks put before him and who will always operate with honesty and integrity. Thank you for your consideration.

Sincerely,

Mark Scarola