

<<Please use your company letterhead>>

SAMPLE

<<DATE>>

Council of Real Estate Brokerage Managers  
430 North Michigan Avenue  
Chicago, IL 60611-4092  
Fax: 312.329.8882  
Email: info@crb.com

Re: <<YOUR NAME>>

- 11/1/83 – 9/15/93     Branch Manager – Century 21  
Duties included: Recruiting, training, day to day operation/managing of 60 full time sales associates.
- 11/15/93 – 1/2/95     Broker/General Manager – John L. Scott Spokane  
Duties included: recruiting, training and managing 47 full time Associates.
- 2/15/95 – Present     Broker/Owner – Coldwell Banker  
Duties include: Day to day managing, training, recruiting, and employee management.

Respectfully submitted,

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<<NAME, TITLE & SIGNATURE OF PRINCIPAL BROKER>>  
(If you are the principal broker, you may sign)

**IMPORTANT:** Management experience credit can be obtained for consecutive years of real estate related management experience up to the date of candidate membership application.