



New Intern Package
Your first step towards making money

your source for multifamily & commercial lending

The **will** to win,
the **desire** to succeed,
the **urge** to reach your full potential...

these are the **keys** that will unlock the door to **excellence**.

-Confucius

CORPORATE HEADQUARTERS
2476 Lake Ave | Altadena CA 91001

Call Toll Free
800-510-2214

Dear Candidate,

Thank you for your Interest in becoming Part of our team. My name is Leonard Manriquez, Founder of ALB Commercial Capital and I have something valuable to offer you. This letter is very important to you because it provides to you the details on how you can get started with us as a Commercial Mortgage Broker-INTERN and get started in the career of commercial real estate finance.

First, let me tell you that I am a successful commercial mortgage Broker, businessman, husband, and father. If you wish, I can furnish you with my complete personal references and business credentials. And second, I don't believe in wasting your time, so I want you to know that I have proven to myself that anyone can build a solid career in commercial finance with the right tools and resources. You can earn big money, maintain a great lifestyle too, and, you should want to prove this to yourself.

You may not know this but there is a huge opportunity in the small balance commercial loan market. This Niche Market that we service is considered to be fragmented and under serviced, but with billions of dollars in annual commercial loan volume. With the proper training you could be getting your slice of the pie.

The reality is that sales & loan volume will be increasing nationwide and many of the properties or clients that need your help are located in your own backyard. It is my sincerest wishes that you become aware of it, and that you consider applying to become one of our INTERNS to become a Commercial Loan Advisor as soon as you can.

I cannot promise you that success will be instantly yours by joining **ALB Commercial Capital**, but I can guarantee that you will find our Firm to have everything that you will need to excel in the commercial loan market.

Sincerely,



Leonard Manriquez
CEO

INTERN-FACT SHEET

Position	Internship-Commercial Loan Advisor
Description	<p>Our Internship program is designed to provide an INTERN with training and tools needed to become a successful Commercial Loan Advisor. As an INTERN you receive hands on training from experienced Commercial Loan Advisors while assisting them with current transactions. The training is from A-Z and our goal is to supply you with the knowledge and skills necessary to earn a substantial income in the coming years as a commercial mortgage lending professional.</p>
Responsibilities	<ul style="list-style-type: none"> • Cold Calling & Appointment setting for Senior Advisors • Assisting the team by creating deliverables for clients and capital sources • Learning about capital market transactions from inception to completion • Networking with borrowers, lenders, Real estate Agents, and other prominent individuals in the commercial real estate community • Learning about real estate capital markets, deal structuring, negotiation, and financial modeling • Assist with maintaining databases used to manage clients, transactions and capital sources • Exposure to current capital sources, market trends, underwriting, and researching opportunities • Attending team meetings
Qualifications	<ul style="list-style-type: none"> • Preferably completion of College Degree, Real estate, finance, economics • Must have a California Real Estate License or be enrolled in courses in process for taking the state exam • Interest in learning more about real estate, financing, and capital markets • Preferably has knowledge of Excel, Word, use of the Internet for research • Bilingual is a plus
Successful Candidates	<ul style="list-style-type: none"> • Demonstrate strong analytical reasoning & problem- solving skills • Project strong verbal, written, and computer skills • Consistently exceed performance expectations • Perform with a high degree of accuracy • Demonstrate effective allocation of time resources • Are proficient with Microsoft Office, specifically MS Excel, Word & Adobe • Strive to grow professionally through continuous study and participation • Proven to be able to cold call, work drip campaigns, and direct marketing avenues and develop new business • Professional Business attire required- Well groomed and always ready for an appointment

EMPLOYMENT HISTORY

(List Present or Most Recent Positions)

1

 Name of Employer Type of Business

 Department Your Position Yrs Employed

 Employer Address City State Zip Code

Duties Performed:

 Name of Immediate Supervisor Position of Supervisor

 Reason(s) for Leaving

2

 Name of Employer Type of Business

 Department Your Position Yrs Employed

 Employer Address City State Zip Code

Duties Performed:

 Name of Immediate Supervisor Position of Supervisor

 Reason(s) for Leaving

3

 Name of Employer Type of Business

 Department Your Position Yrs Employed

 Employer Address City State Zip Code

Duties Performed:

 Name of Immediate Supervisor Position of Supervisor

Reason(s) for Leaving

REFERENCES minimum of 3 (three) (Do Not List Relatives or Former Employers)

1

Reference Name _____ Phone Number _____
Reference Address _____ City _____ State _____ Zip Code _____

2

Reference Name _____ Phone Number _____
Reference Address _____ City _____ State _____ Zip Code _____

3

Reference Name _____ Phone Number _____
Reference Address _____ City _____ State _____ Zip Code _____

OTHER APPLICABLE INFORMATION

Activities / Interests (Student, Professional, Community, etc.):

Special Talents / Skills (Typing, Short Hand, Computer Programs, etc.):

Additional Languages Spoken / Written / Read (Notate Fluency):

ADDITIONAL REMARKS

We at ALB Commercial Capital appreciate your interest in seeking employment with our company. Please feel free to make any additional remarks in the space provided below or submit any additional information that would be helpful in evaluating your qualifications.

AGREEMENT

(Read the Following Carefully and Affix Your Signature Thereafter)

I hereby certify that to the best of my knowledge and belief the answers given by myself to the foregoing questions and all statements made by myself in this application are correct.

If employed, I agree that all material created and produced (whether in written, graphic or broadcasting form) and all inventions (new or changes in progress) developed during my employment are the exclusive property of the company to use and/or sell. Subsequent to my employment with this company, I will not disclose, use or reveal any confidential information related to the company without first obtaining written consent from an officer of the company.

I hereby apply for employment upon the basis and understanding that such employment may be terminated at any time upon notice given to me personally or sent to my last known address.

I consent the company to obtain such personal and job related information as required in connection with this application to become an employee of ALB Commercial Capital

Signature of Applicant

Date

Print Name

Remember to include your Resume when submitting this application.

Fax to (626) 296-7771 or E-Mail to info@albcommercialcapital.com