

Jordan McAllister

January 16, 2026

Acme Corporation

RE: Career Change Property Manager

Dear Hiring Manager,

I am excited to apply for the Career Change Property Manager position at Acme Corporation, which I discovered on LinkedIn. With a strong background in customer service and project management, I am eager to transition into property management and bring my skills in communication and organization to your esteemed company.

In my previous role as a Customer Experience Manager at XYZ Solutions, I successfully managed cross-functional teams to improve service delivery and operational efficiency. By implementing a new feedback system, I increased customer satisfaction scores by 30% within six months, demonstrating my ability to enhance stakeholder relationships and deliver results. Additionally, I coordinated a complex project that involved renovating office spaces, which required meticulous planning, budget management, and liaising with various contractors. This experience has equipped me with the necessary skills to oversee property maintenance and tenant relations effectively.

I am particularly drawn to Acme Corporation due to its commitment to creating vibrant communities through innovative property management solutions. I am keen to contribute my expertise in managing relationships and driving projects to support the growth and success of your portfolio. I would welcome the opportunity to discuss how my background in customer service and project coordination aligns with the goals of your property management team. Thank you for considering my application, and I look forward to the possibility of speaking with you soon.

Sincerely,

Jordan McAllister