

# Sophia Martinez

January 16, 2026

Acme Corporation

RE: Entry Level Property Manager

Dear Hiring Manager,

I am excited to apply for the Entry Level Property Manager position at Acme Corporation, as advertised on your careers page. With a strong background in customer service and a passion for real estate, I am eager to contribute to your team and help manage your diverse portfolio of properties.

During my time as an intern at Greenview Realty, I successfully assisted in the management of a 50-unit residential complex, where I implemented a new tenant feedback system that increased resident satisfaction scores by 25% within three months. This experience taught me the importance of communication and responsiveness in property management and equipped me with the skills to handle tenant inquiries effectively. Additionally, I played a key role in organizing community events that fostered tenant relationships, resulting in an overall increase in lease renewals by 15% over the year.

I am particularly impressed by Acme Corporation's commitment to sustainable living and community engagement, and I believe my proactive approach aligns well with your values. I am eager to leverage my organizational skills and attention to detail in assisting with property maintenance and tenant relations, ensuring a seamless living experience for all residents. I am confident that my dedication and enthusiasm for property management will make a positive impact on your team.

I look forward to the opportunity to discuss how my skills and experiences align with the goals of Acme Corporation. Thank you for considering my application. I am excited about the possibility of contributing to your esteemed company.

Sincerely,

Sophia Martinez