

Jordan Taylor

January 16, 2026

Acme Corporation

RE: Freelance To Full Time Property Manager

Dear Hiring Manager,

I am excited to apply for the Freelance To Full Time Property Manager position at Acme Corporation, as advertised on LinkedIn. With over five years of experience in property management, I have successfully overseen a diverse portfolio of residential and commercial properties, and I am eager to bring my expertise to your dynamic team.

In my previous role as a freelance property manager, I increased tenant retention rates by 20% over two years by implementing a proactive communication strategy that included regular check-ins and feedback opportunities. This not only improved tenant satisfaction but also contributed to a significant reduction in vacancy rates. Additionally, I managed a successful renovation project that modernized a 25-unit apartment complex, resulting in a 15% increase in rental income within six months of completion. My ability to efficiently coordinate with contractors and maintain budget adherence was crucial to this project's success.

I am particularly drawn to this position at Acme Corporation because of your commitment to enhancing community living experiences. I am eager to leverage my skills in tenant relations and property maintenance to contribute to your mission. I am confident that my strong organizational skills and attention to detail will allow me to thrive in a full-time capacity, where I can further develop my professional growth while positively impacting your properties.

I look forward to the opportunity to discuss how my skills and experiences align with the needs of Acme Corporation. Thank you for considering my application. I hope to speak with you soon to explore how I can contribute to your team.

Sincerely,

Jordan Taylor