

# Jordan A. Smith

January 16, 2026

Acme Corporation

RE: Internship Property Manager

Dear Hiring Manager,

I am writing to express my enthusiasm for the Internship Property Manager position at Acme Corporation, as advertised on your company's careers page. With my academic background in real estate management and hands-on experience in property operations, I am eager to contribute to your team and gain practical insight into the property management industry.

During my time as a volunteer coordinator for the Community Housing Initiative, I successfully managed a team of 15 volunteers tasked with refurbishing a local apartment complex. My leadership led to a 30% reduction in project completion time, which not only improved residents' living conditions but also enhanced community engagement. Furthermore, my internship at Greenfield Realty involved conducting property inspections and compiling detailed reports that aided in the effective management of over 100 residential units, resulting in a 15% increase in tenant satisfaction ratings.

I am particularly drawn to this internship at Acme Corporation because of your commitment to innovative property management solutions and tenant-focused services. I am excited about the opportunity to learn from industry leaders and contribute to projects that align with my passion for enhancing tenant experiences. I look forward to the possibility of discussing how my background, skills, and enthusiasm can benefit your team and support Acme Corporation's objectives.

Thank you for considering my application. I hope to discuss my candidacy further and explore how I can contribute to your esteemed organization.

Sincerely,

Jordan A. Smith