

Jordan M. Thompson

January 16, 2026

Acme Corporation
RE: Property Manager

Dear Hiring Manager,

I am excited to apply for the Property Manager position at Acme Corporation, as advertised on LinkedIn. With a proven track record in property management and a passion for creating thriving communities, I am eager to bring my skills to your esteemed company and contribute to the continued success of your properties.

In my previous role as a Property Manager at Greenfield Realty, I successfully increased tenant retention rates by 20% over two years by implementing a comprehensive tenant engagement program. This initiative involved regular communication through newsletters and community events, fostering a sense of belonging among residents. Additionally, I negotiated and managed vendor contracts that reduced maintenance costs by 15% while improving service delivery timelines, ensuring that our properties remained in excellent condition without inflating the budget.

Furthermore, I spearheaded a sustainability initiative that introduced energy-efficient upgrades across our portfolio, which led to a 25% reduction in utility costs, positively impacting both the environment and our bottom line. My ability to manage multiple properties while maintaining a keen eye for detail has been instrumental in achieving operational efficiency and high tenant satisfaction. I am confident that my proactive approach and dedication to excellence would make me a valuable asset to Acme Corporation.

I look forward to the opportunity to discuss how my background, skills, and enthusiasms align with the goals of Acme Corporation. Thank you for considering my application; I am eager to contribute to your team and help create exceptional living experiences for your tenants.

Sincerely,

Jordan M. Thompson