**Jack Mitchell**

[Street Address], New York, NY 55900

Home: (555) 555-5555 email: yourname@vmail.com Cell: (444) 444-4444

**Today’s date**

Mr. Joe Collins, Hiring Manager

Company name

Address, City, State, zip

Re: Property Manager, Advertised on Royal Real Estate Job Board Section

Dear Joe Collins,

In response to your job posting for a property manager in this week’s edition of Royal Real Estate, I am attaching me resume.

As stated in my resume, I have a decade of experience in administrating and overseeing commercial, industrial, and residential properties, including assisting in the acquisition and sale of the same, leasing property, maintaining office buildings, shopping centers, and apartment buildings, and responsibly managing property for the benefit of owners while providing efficient service to tenants.

My current job responsibilities include managing the cash flow of the building operation, the income from rentals and the expenses of utilities, insurance, maintenance, RE Taxes, legal fees, etc. My documentation of the above transactions is accurate and thorough, and I handle tenant concerns and issues resourcefully and capably.

I inspect the properties periodically and arrange for all maintenance and repair work, negotiate contracts with new tenants, and conduct background checks on prospective tenants and employees.

I would be greatly interested in meeting with you for the purpose of discussing my qualifications and the position requirements further. Please be in touch with me at the above contact information.

Thank you for your time!

Jack Mitchell