

[Your Full Name]
[Phone Number]
[Email Address]
[LinkedIn Profile URL]
[City, State, Zip Code]

[Date]

[Hiring Manager Name]
[Title]
[Company Name]
[Company Address]

Dear [Hiring Manager Name],

I am writing to express my strong interest in the [Job Title] position at [Company Name]. With a proven track record in multifamily property management and a focus on [Specific Specialization, e.g., luxury high-rise or affordable housing], I am confident in my ability to enhance asset value and resident satisfaction for your portfolio.

In my previous role at [Previous Company], I successfully managed a portfolio of [Number] units, consistently maintaining an occupancy rate of [Percentage]%. My core competencies include:

- **Financial Oversight:** Managed annual operating budgets exceeding \$[Amount], achieving a [Percentage]% reduction in delinquency.
- **Operational Excellence:** Streamlined maintenance workflows and vendor contracts to decrease turnover time by [Number] days.
- **Resident Retention:** Implemented community engagement programs that increased lease renewal rates by [Percentage]%.
- **Regulatory Compliance:** Ensured 100% adherence to Fair Housing laws and local building codes.

I am particularly drawn to [Company Name] because of your reputation for [Specific Company Detail or Project]. I am eager to bring my expertise in [Specific Skill, e.g., Yardi/OneSite proficiency or Capital Improvement projects] to your management team.

Thank you for your time and consideration. I look forward to the possibility of discussing how my experience in multifamily real estate can contribute to the continued success of [Company Name].

Sincerely,

[Your Signature (if sending by mail)]
[Your Typed Name]