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# Example of Residential Manager Cover Letter

699 Hansen Forks  
New Breana, DE 28877-8492

**Dear Quinn Klocko,**

I am excited to be applying for the position of residential manager. Please accept this letter and the attached resume as my interest in this position.

In the previous role, I was responsible for responses to compliance, sales, field personnel and customers concerning federal, state and local environmental regulations.

My experience is an excellent fit for the list of requirements in this job:

* Co-ordinate the value management strategy
* Manage project budget, including risk allowance
* Monitor and control changes/variations following approval by Client
* Active leadership style
* Experience with LEED/Estidama
* Knowledge of customer and field collection activity and reporting
* Experience using collections systems and reports
* Understand key business drivers and the industry’s regulatory and commercial environment

**Thank you in advance for taking the time to read my cover letter and to review my resume.**

Sincerely,

Tyler Ortiz