

# Residential Cover Letter

825 Candice Stravenue West Maryellenville, TX 96928

**Dear Avery Quigley,**

Please consider me for the residential opportunity. I am including my resume that lists my qualifications and experience.

Previously, I was responsible for hands on guidance to the local team as required during pre-opening to assist with the set up the operations in the following areas: service (basic and a la carte), homeowner communication, HOA management, homeowner recognition, safety and emergency plans, maintenance programs for common areas, residential systems set up, etc.

Please consider my experience and qualifications for this position:

- Guides other departments by researching and interpreting accounting policy
- Consolidate financial data and key performance metrics to explain shifts in the business operations to the value center and corporate management
- Accurately reports the financial results of operations in accordance with Generally Accepted Principles (GAAP) and/or International Financial Reporting Standards (IFRS)
- Provide adequate support to accomplish new and on-going projects initiatives on scheduled deadlines
- Bachelor of Science in Accountancy or any Finance / Business related courses
- Excellent opportunities for surveyors wishing to develop their career as residential specialists within a RICS regulated business
- Knowledge of basic lending and underwriting policies and procedures, including guidelines issued by FNMA and FHLMC, state and federal regulations
- Conduct regular staff meetings to ensure open communication and teamwork

**Thank you for considering me to become a member of your team.**

Sincerely,