**Lynn Johnson**  
45 Louis Boulevard, Mason, Georgia 42389  
*lynnypoo@email.com*  
**8-3-2016**

**Annie Bruthers**  
**Mason Senior Apartments**  
789 Fifth Street, Mason, Georgia 42389

**Dear Miss Brothers,**

Seeing your advertisement in the Macon Times inspired me to apply. I just finished my degree in Property Management at the University of Georgia in late 2016. My Bachelor's focused heavily on teaching me the basics of the position, including various accounting techniques, personal management skills, and a variety of other important job lessons.

Currently, I am an assistant manager for a landlord of several houses in the area. My duties focus on working as an intermediary between him and his tenants. As a result, I am often more aware of what is going on with his properties. At times, I've done much of his accounting and have even showed potential tenants around the property.

My achievements in the position are somewhat limited, as you can imagine, because I have only been working with him for four months. However, I believe my lack of lengthy experience is balanced by the intensity of position and my dedication to doing it properly.

I am on call 24 hours a day and seven days a week. Typically, I put in 10-12 hours during an average weekday and at least 10 total on the weekend days combined. This crash course in property management has improved my skills tenfold since my graduation.

As a result, I think I am more than qualified for your position. My contacts (including past tenants) can give you a better understanding of what I have to bring to the position and how I can help your apartments run more smoothly.

My patience and friendliness are a virtue, particularly when managing difficult tenants. I look forward to hearing back from you regarding your decision.

Sincerely,  
Lynn Johnson