Loren Kelley Cover Letter

**Today’s Date**

**Title of Company**

**Street Address**

**City, State Zip Code**

Dear **(Hiring Manager Name or “Human Resources”)**,

I came across your current opening position as a **(Position Name)** with **(Company Name)**. In my current position with the Housing Opportunity Commission (HOC), I am a dedicated and flexible Housing Specialist with over 10 years of experience in property management, housing authority and legendary customer service bringing accuracy, speed and organization to any fast-paced work environment. As a potential applicant, I possess the dedication and skills needed to fulfill the **(Position Name)** position in which you are seeking within your company.

With the HOC, I act as a primary point of contact for all internal and external customers to ensure program regulations and housing authority policies are held to the highest of standards while the ability to contribute to the overall success of operations. A large portion of my work experience has been effectively demonstrating leadership abilities to reach the best interest of applicants and recipients in accordance with the Low-Income Housing Tax Credit and local subsidy. Working directly with management, leadership and executives, I have built and maintained lasting relationships with **(types of higher ranking professionals you have worked with ‘even if it was just one project)** resulting in the promotions and added responsibilities to each new position.

Confident in my abilities, I know that I will be an asset and meaningful contribution to the team of professionals within **Name of Company.** With your mission to provide **(Company’s Mission statement)** and my dedication to providing the best services, I look forward to speaking with you to venture more in depth of my experiences and how I can contribute to your company.

Thank you for your time and consideration.

Sincerely,

Loren Kelley