

Jordan M. Thompson

January 16, 2026

Acme Corporation

RE: Career Change Title Examiner

Dear Hiring Manager,

I am excited to apply for the Career Change Title Examiner position at Acme Corporation, as advertised on your careers page. With a robust background in real estate and a keen eye for detail, I am eager to leverage my skills in title examination to contribute to your team's success. Acme Corporation's commitment to excellence and integrity in the title industry resonates with my professional values, making this opportunity particularly appealing to me.

In my previous role as a Real Estate Analyst, I successfully managed property transactions that involved extensive title research and resolution of complex title issues. One of my key achievements was identifying discrepancies in property records that led to a significant reduction in potential legal disputes, ultimately saving my previous employer over \$150,000 in legal fees. Additionally, I played a pivotal role in the development of a new process for reviewing title documents that improved our turnaround time by 25%, providing exceptional service to our clients and enhancing our reputation in the market.

I am particularly drawn to the Career Change Title Examiner position because I believe my analytical skills and meticulous approach to documentation will allow me to excel in evaluating title histories and ensuring compliance with local regulations. I am excited about the potential to bring my proactive problem-solving abilities to Acme Corporation and contribute to maintaining the highest standards for title accuracy.

I would welcome the opportunity to discuss how my background and skills can align with the goals of your team. Thank you for considering my application; I look forward to the possibility of contributing to Acme Corporation's continued success.

Sincerely,

Jordan M. Thompson