

Jordan Mitchell

January 16, 2026

Acme Corporation

RE: Entry Level Escrow Officer

Dear Hiring Manager,

I am excited to apply for the Entry Level Escrow Officer position at Acme Corporation, as advertised on your company's careers page. With a strong background in customer service and administrative support, I am eager to contribute my skills and enthusiasm to your esteemed team. I am particularly drawn to Acme's commitment to integrity in real estate transactions and am keen to be a part of such a reputable organization.

During my internship at XYZ Title Services, I had the opportunity to assist with the processing of over 100 real estate transactions, where I gained hands-on experience in preparing closing documents and coordinating with clients, attorneys, and lenders. My attention to detail ensured that all paperwork was accurate and compliant with local regulations, which resulted in a 15% reduction in processing errors. Additionally, I developed a customer service training program that improved client satisfaction scores by 20%, highlighting my commitment to fostering positive relationships and delivering quality service.

I am enthusiastic about the prospect of leveraging my skills in a professional setting at Acme Corporation. I am confident that my proactive approach and ability to work collaboratively with team members will enable me to thrive as an Entry Level Escrow Officer. I would love the opportunity to further discuss how my background and aspirations align with the goals of Acme Corporation. Thank you for considering my application; I look forward to the possibility of contributing to your team.

Sincerely,

Jordan Mitchell