

Jordan Taylor

January 16, 2026

Acme Corporation

RE: Entry Level Title Examiner

Dear Hiring Manager,

I am writing to express my enthusiasm for the Entry Level Title Examiner position at Acme Corporation as advertised on your careers page. With a strong academic background in business administration and hands-on experience in property research, I am excited about the opportunity to contribute to your team and help uphold the integrity of title examinations.

During my internship at XYZ Title Agency, I successfully assisted in reviewing property titles, ensuring compliance with local regulations and guidelines. I played a pivotal role in a project that involved digitizing over 500 property records, which improved the efficiency of our title search process by 30%. This experience not only honed my attention to detail but also reinforced my commitment to accuracy and thoroughness in title examination. Additionally, I collaborated with senior examiners to resolve discrepancies in title chains, demonstrating my ability to work effectively both independently and as part of a team.

I am particularly drawn to Acme Corporation because of your commitment to innovation and excellence in real estate services. I am eager to bring my skills in research, analysis, and problem-solving to your organization, contributing to the accurate assessment of property titles. I am excited about the possibility of discussing my candidacy further and exploring how I can be a valuable asset to your team. Thank you for considering my application.

Sincerely,

Jordan Taylor