

Jessica M. Thompson

January 16, 2026

Acme Corporation
RE: Escrow Officer

Dear Hiring Manager,

I am writing to express my enthusiasm for the Escrow Officer position at Acme Corporation, as advertised on LinkedIn. With over five years of experience in the title and escrow industry, I am excited about the opportunity to bring my expertise in managing escrow transactions and delivering exceptional customer service to your esteemed team.

In my previous role at First Trust Escrow, I successfully managed over 150 escrow transactions annually, ensuring that all processes adhered to regulatory standards and client expectations. I implemented a new digital tracking system that reduced the average processing time for transactions by 20%, leading to increased client satisfaction and repeat business. Additionally, I developed strong relationships with real estate agents and lenders, which resulted in a 15% increase in referral business over the course of one year.

I am particularly drawn to Acme Corporation because of your commitment to innovation in the real estate sector and your focus on client-centric solutions. I am eager to leverage my skills in transaction management and compliance to contribute to your team's success. I am confident that my proactive approach and attention to detail will make a positive impact in the Escrow Officer role.

I look forward to the possibility of discussing how my experience and skills align with the needs of Acme Corporation. Thank you for considering my application. I hope to speak with you soon.

Sincerely,

Jessica M. Thompson