

Jordan Mitchell

January 16, 2026

Acme Corporation

RE: Freelance To Full Time Escrow Officer

Dear Hiring Manager,

I am excited to apply for the Freelance To Full Time Escrow Officer position at Acme Corporation, as advertised on your careers page. With a strong background in escrow management and a proven track record of facilitating successful real estate transactions, I am confident in my ability to contribute effectively to your team and help streamline operations for your clients.

In my freelance work over the past five years, I have successfully managed over 150 escrow transactions, demonstrating not only my expertise in the field but also my ability to work independently and efficiently under pressure. For example, I coordinated a complex commercial property deal that involved multiple stakeholders, ensuring all parties were kept informed and satisfied throughout the process. This experience honed my negotiation skills and taught me the importance of maintaining clear communication, which I understand is crucial for an Escrow Officer at Acme Corporation.

Additionally, I implemented a digital tracking system that reduced our document processing time by 30%, significantly improving our turnaround for clients. This initiative was well-received and led to an increase in referrals from satisfied clients, showcasing my commitment to providing excellent service. I believe that my proactive approach and attention to detail align well with Acme Corporation's mission to deliver exceptional escrow services.

I would love the opportunity to discuss how my skills and experiences align with the goals of your team. Thank you for considering my application. I look forward to the possibility of contributing to Acme Corporation and helping drive your escrow operations forward.

Sincerely,

Jordan Mitchell