

# Jordan A. Mitchell

January 16, 2026

Acme Corporation

RE: Freelance To Full Time Title Examiner

Dear Hiring Manager,

I am excited to apply for the Freelance To Full Time Title Examiner position at Acme Corporation, as advertised on your careers page. With a solid background in title examination and a keen eye for detail, I believe I can contribute significantly to your team and help streamline your operations. Having worked as a freelance title examiner for the past five years, I am eager to transition into a full-time role where I can leverage my skills for long-term success at Acme Corporation.

During my freelance career, I successfully managed over 150 title examinations, ensuring compliance with local and state regulations. One notable project involved the title review for a large commercial development in a high-demand area, where I identified potential encumbrances that could have delayed the closing process. My proactive approach not only saved the client significant time and money but also earned me repeat business and referrals for future projects. Additionally, I have developed comprehensive reports that communicate complex title issues in a clear and concise manner, which has greatly enhanced client understanding and trust.

I am impressed by Acme Corporation's commitment to excellence and innovation in the real estate sector, and I am particularly drawn to your emphasis on teamwork and professional development. I am eager to bring my unique blend of experience, knowledge, and passion for title examination to your organization. I would appreciate the opportunity to discuss how my background and vision 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 A. Mitchell