

Jordan A. Smith

January 16, 2026

Acme Corporation

RE: Internship Escrow Officer

Dear Hiring Manager,

I am excited to apply for the Internship Escrow Officer position at Acme Corporation, which I discovered through my university's career services portal. With a strong academic foundation in finance and a keen interest in real estate transactions, I am eager to contribute my skills and enthusiasm to your esteemed team.

During my time at University XYZ, I completed a project in my Real Estate Finance course where I analyzed various escrow processes and their impact on transaction timelines. This experience not only solidified my understanding of the escrow process but also honed my analytical skills as I presented my findings to a panel of industry professionals, receiving commendations for my detailed insights. Additionally, I interned at ABC Title Company, where I assisted in preparing escrow documents and learned to navigate the complexities of compliance and regulatory requirements, enabling smooth transaction closures.

I am particularly drawn to the opportunity at Acme Corporation because of its reputation for excellence in client service and ethical standards. I am confident that my proactive approach and dedication to accuracy will make a positive contribution to your escrow department. I look forward to the possibility of discussing how my background, skills, and enthusiasm can be aligned with the goals of Acme Corporation. Thank you for considering my application.

Sincerely,

Jordan A. Smith