

Jordan Taylor

January 16, 2026

Acme Corporation

RE: Internship Title Examiner

Dear Hiring Manager,

I am writing to express my enthusiasm for the Internship Title Examiner position at Acme Corporation, which I discovered on LinkedIn. With a strong academic background in legal studies and a passion for property rights, I am excited about the opportunity to contribute to your team and support the essential work of title examination in a leading organization like yours.

During my time as a legal intern at Smith & Associates, I successfully conducted thorough title searches for over 50 properties, ensuring the accuracy of ownership records and identifying any potential liens or encumbrances. My attention to detail and ability to analyze complex legal documents allowed me to streamline the title review process, reducing the turnaround time by 20%. Additionally, I collaborated with seasoned attorneys to resolve title disputes, where my research skills and clear communication helped facilitate negotiations and achieve favorable outcomes for clients.

I am particularly drawn to the innovative approaches Acme Corporation employs in title examination, including the integration of technology for accuracy and efficiency. I am eager to bring my strong analytical capabilities, dedication to quality, and proactive approach to your team. I am confident that my skills and experiences align well with the goals of Acme Corporation, and I am excited about the possibility of contributing to your success.

Thank you for considering my application. I look forward to the opportunity to discuss how my background, skills, and enthusiasms align with the needs of your team. I am eager to bring my expertise in title examination to Acme Corporation and to help you achieve your mission.

Sincerely,

Jordan Taylor