

Jessica L. Montgomery

January 16, 2026

Acme Corporation

RE: Title Examiner

Dear Hiring Manager,

I am writing to express my enthusiasm for the Title Examiner position at Acme Corporation, which I discovered on LinkedIn. With over five years of experience in real estate title examination and a strong commitment to accuracy and detail, I am excited about the opportunity to contribute to your team and support Acme's reputation for excellence in real estate transactions.

In my previous role at Titan Title Services, I successfully managed a portfolio of over 200 title examinations per month, ensuring comprehensive coverage of property records. My diligence in reviewing legal documents and identifying potential discrepancies led to a 15% reduction in title-related issues during closings. Furthermore, I implemented a streamlined process for tracking potential claims, which improved our response time by 25%, enhancing client satisfaction and building trust within the community.

I am particularly drawn to Acme Corporation because of your commitment to innovation in the title industry. I admire your recent initiatives in integrating advanced technology into the title examination process, and I am eager to bring my skills in research and analysis to support these efforts. I am confident that my meticulous approach and proactive problem-solving abilities will make a meaningful contribution to your team.

I would welcome the opportunity to discuss how my experience and vision align with the goals of Acme Corporation. Thank you for considering my application. I look forward to the possibility of speaking with you further about the Title Examiner position.

Sincerely,

Jessica L. Montgomery