

Account Receivable Cover Letter

207 Hickle Bridge Klockofurt, OK 75077-0695

Dear Tyler Reilly,

Please consider me for the account receivable opportunity. I am including my resume that lists my qualifications and experience.

In the previous role, I was responsible for the client with claims guidance, report claims if necessary, and become involved in accounting/collection processes as needed.

I reviewed the requirements of the job opening and I believe my candidacy is an excellent fit for this position. Some of the key requirements that I have extensive experience with include:

- Demonstrated experience in customer service, direct billing and collection processes
- Comprehensive knowledge of sophisticated University billing systems and of University Policies and Procedures
- Knowledge of Microsoft Office and Excel skills
- Previous Accounts Receivable/Cash Application experience in a high volume environment preferred
- Course work in subjects such as team building, facilitating teams, process improvement, conflict resolution, desirable
- Well versed in the systems of EPIC, CAMIS, and Net Solution
- Able to utilize the Microsoft Excel application to export reports and perform pivot tables as needed
- Act with integrity, tact and diplomacy

Thank you for considering me to become a member of your team.

Sincerely,

Greer Bergstrom