

# Collection Specialist Cover Letter

526 Collins Drive  
Port Missy, IA 97413

**Dear Corey Keeling,**

I would like to submit my application for the collection specialist opening. Please accept this letter and the attached resume.

In the previous role, I was responsible for expert advice and guidance to assist the assigned office in staffing based on federal regulations, USAID Automated Directive Series (ADS) policies, Office of Acquisition and Assistance (OAA) requirements, and HBMO processes.

Please consider my experience and qualifications for this position:

- Solid understanding of billing and financial concepts
- Collection of aging accounts in accordance with policies and procedures
- Reducing the outstanding debt owed to a company
- Communicating with clients via email and telephone
- Maintaining appropriate and comprehensive records of all customer discussions
- Reporting daily progress against targets
- SAP or other collection software application
- Proficient working with MS Office software

**Thank you in advance for taking the time to read my cover letter and to review my resume.**

Sincerely,

Charlie Ritchie