

Collection Specialist Cover Letter

1014 Satterfield BurgOlinland, GA 25372-0025

Dear Corey Marks,

I am excited to be applying for the position of collection specialist. Please accept this letter and the attached resume as my interest in this position.

Previously, I was responsible for subject matter expertise regarding laws, regulations, guidelines and industry standards;

My experience is an excellent fit for the list of requirements in this job:

- French, German, Nordic language (the second language is welcome)
- Czech Language isn't needed
- Communicative, team player and focused on results
- Excel and/or WBA knowledge is an advantage
- Proactive analytic thinker who will develop creative solutions for collecting on past due accounts
- Proficiency in Microsoft Office products and general desktop applications
- Basic level skill in MS Excel and MS Word
- Very organized approach to managing customer contacts, discussion notes, open items and follow-up matters

I really appreciate you taking the time to review my application for the position of collection specialist.

Sincerely,

Emerson Jaskolski