

Collection Specialist Cover Letter

1902 Leannon Crossroad Nicholleville, WV 26049-2198

Dear Sutton Littel,

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

In my previous role, I was responsible for assistance in the quality assurance audits of processes to ensure appropriate registration, charge entry, billing and collections.

Please consider my experience and qualifications for this position:

- Expertise working with OnGuard, Agresso, SAP and other accounting systems
- We conduct pre-employment background screening
- Previous experience with JDE Enterprise One preferred
- Builds and maintains customer relationships and services the customer by sending invoice copies upon request, checking the status of available credits for the customer to use, checking on payment status of delinquent invoices, sending out monthly account statements
- Prior collections or medical billing experience with basic understanding of coding and medical terminology preferred
- Problem Solving / Organization / Prioritization skills
- Numeracy, MS Excel
- Assertive and Influencing Others

Thank you for taking your time to review my application.

Sincerely,

Tyler Schuster