

Collection Specialist Cover Letter

8754 Will ForgeDurganside, MI 75992-8574

Dear Sutton Okuneva,

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 supporting academic information like course schedules, office hours, various publicity, prepares and processes, and maintains and updates department records.

Please consider my qualifications and experience:

- Business Orientation (Credit / Collections / Sales / OM)
- Contract Management knowledge preferable
- Credit or accounting knowledge is an asset
- High level of integrity with a positive customer and quality focus
- Business level of English Proficiency, both written and verbal
- Familiarity in animal feed farm industry, animal husbandry or agricultural environment
- Knowledgeable with Microsoft Office Excel
- Previous experience with collections or credit is preferred

Thank you for taking your time to review my application.

Sincerely,

Denver Donnelly