

Collection Specialist Cover Letter

268 Bayer Road East Timmyton, IN 23905-1742

Dear Bellamy Ferry,

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

Previously, I was responsible for expertise and assistance to ensure continual compliance with China/HK/Singapore/Korea Tax Laws and regulations as well as policies and processes, including but not limited to:

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:

- Fluent English & French language skills, Polish is advantage
- Microsoft Office knowledge, and general computer proficiency
- Knowledge of collection principles, processes, techniques and procedures
- Any additional language – an advantage
- Able to operate basic office equipment, photo copier, fax machine, scanner, PC, telephone
- Fluent English and additional languages like French, Spanish, Portuguese, Turkish, Polish and Russian are an advantage
- Processes and verifies applications for credit and solicits payments on overdue account
- Responsibilities also include keeping records of all delinquent account, incomplete files, and credit risks

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

Sincerely,

Emery Anderson