

# Collections Clerk Cover Letter

1088 Benny Trafficway Wilburtown, MA 01932-9346

**Dear Baylor Kuphal,**

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

In the previous role, I was responsible for collection center representation in the development programs that will increase efficiencies as well as those that will decrease net bad debt: such as, but not limited to, consolidations/conversions, financial and operational goals.

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

- Demonstrating efficient use of Windows Microsoft Office software (Word, Excel, Outlook, ) and an AS400 system
- Working in a call center or dealing with difficult phone conversations with poise and composure
- Able to use headset and operate phone
- Knowledge of basic credit/collections
- Business to business collections experience (no consumer)
- Prior Healthcare experience in business office/Cash posting in a medical setting
- Experience posting insurance and patient payments received for services provided
- Experience posting zero-pay denials for all insurance companies Posting of Retractions and adjustments, posting of Forwarding Balances

**Thank you for taking your time to review my application.**

Sincerely,

Oakley Hackett