

Collections Clerk Cover Letter

3038 Dickinson Road
Rosiebury, TN 43507

Dear Dallas Casper,

I would like to submit my application for the collections clerk opening. Please accept this letter and the attached resume.

In my previous role, I was responsible for detailed follow up with patients and payors in the form of, but not limited to phone calls, fax transmittal and e-mails.

Please consider my qualifications and experience:

- Experience handling difficult customers and/or situations
- Good Excel computer skills and MS Office
- Professional verbal, written communication skills and strong attention to detail
- Organizational and time management and problem solving skills
- Previous Retail Banking or Deposit Operations work experience preferred
- Experience working in the healthcare industry with various insurance policies, strongly preferred
- Administrative experience in a financial setting is preferred. Search Jobs US
- Post-Graduation in Finance would be preferred

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

Sincerely,

Stevie Pfannerstill