

Collections Clerk Cover Letter

4191 Tomas Rapids North Trevor, ND 62427-5841

Dear Casey Bins,

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

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

Please consider my experience and qualifications for this position:

- Knowledge of construction lien law helpful
- Strong internal and external guest service and interpersonal skills with administrative qualities
- Knowledge of personal computers and proficient/advanced in Microsoft Office
- Strong Excel and data entry
- Familiar with Spreadsheet and ERP system
- Professional communication skills both verbal and written with a clear understanding of business etiquette
- Computer software knowledge and skills including Microsoft Office/Outlook
- Accounts Receivable knowledge preferred

I really appreciate you taking the time to review my application for the position of collections clerk.

Sincerely,

Skyler Rowe