

Collections Rep Cover Letter

66934 Hauck IslandsHomenicktown, NH 94767-8437

Dear Stevie Jakubowski,

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

Previously, I was responsible for support for collection items going on external loan including: condition reporting, photodocumentation, specialized housing, and preparation for shipment.

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:

- Performs job duties with high degrees of accuracy
- Escalates customer service issues when necessary
- Provide routine back office processing support for stores' seasonal staffing needs
- Proven skills in MS Office, CSG billing systems/ACSR preferred
- Knowledge of Collections & Bankruptcy laws preferred
- Knowledge of collection regulations and confidentiality requirements in the entire service territory
- Passion for great customer service
- Analytical with strong organisational skills

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

Sincerely,

Bellamy Green