

Collections Rep Cover Letter

58945 Allen Hill West Roselia, UT 92449

Dear Justice Beahan,

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.

In my previous role, I was responsible for training and one-on-one coaching to collection staff about handling calls and adhering to processes and procedures to ensure quality control and compliance.

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:

- Willingness to learn new skills and expand knowledge
- A strong can do attitude and a willingness to flex between roles
- Previous process experience helpful
- Finance or Business related
- Excellent oral and written communication and team work skills
- PC experience in a windows environment
- Previous Credit and Collection experience preferred
- Preferably data entry, phone and customer service

Thank you in advance for reviewing my candidacy for this position.

Sincerely,

Shae Trantow