

# Collections Rep Cover Letter

3887 Rocco RoadsSengerstad, MS 82184-6657

**Dear Shae Mohr,**

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

In the previous role, I was responsible for accurate and timely response to inquiries from customers, Amex Internal partners and Debt Collection Agencies.

Please consider my qualifications and experience:

- Familiar with Outlook and the internet, able to talk and type at the same time
- Customer service minded individual
- Customer service or collections exp
- Knowledge of applicable regulations preferred
- Opportunity to participate in departmental contests and incentives
- Our hands-on management and training program offer support including one-on-one coaching and mentoring
- Paid Time Off (Start earning paid vacation and sick time day 1!)
- Conducts outgoing calls to IPM guarantors with a focus on collecting past due self-pay balances for professional services in a customer-oriented and professional manner

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

Sincerely,

Jordan Champlin