

Collections Rep Cover Letter

1858 Hill Inlet West Sammyside, AR 83218-1037

Dear Indigo Altenwerth,

I submit this application to express my sincere interest in the collections rep position.

Previously, I was responsible for administrative support in monitoring customer collection cycle and conduct credit control / receivable collection actions on customers who are late in payment.

Please consider my qualifications and experience:

- Alpha/numeric filing systems
- Basic office procedures
- Reading writing and understanding written instructions
- Maintaining organization
- Understanding and applying guidelines to resolve problems
- Make demand for payment and explain payment obligations, take account actions, and record call contents in accordance with department calling scripts and procedures created for the relevant delinquency queue and subscribing member credit union
- Inform and encourage credit union members to take advantage of promotional campaigns
- Work in teams, to handle calls and call situations identified as requiring team approaches, in accordance with department policy

Thank you in advance for taking the time to read my cover letter and to review my resume.

Sincerely,

Gray Jakubowski