

# Collections Specialist Cover Letter

321 Bryan Landing Trompfort, MN 27502-7612

**Dear Reese Stiedemann,**

In response to your job posting for collections specialist, I am including this letter and my resume for your review.

In the previous role, I was responsible for input to the Manager of Collections regarding opportunities to improve collections processes or procedures.

My experience is an excellent fit for the list of requirements in this job:

- Advanced understanding of full collections process including communication with legal counsel, tax
- Enthusiastic, energetic, personable and friendly passionate and knowledgeable regarding the fitness industry
- Requires regular external contacts to carry out organization programs and to explain specialized matters
- High volume email contact with clients pertaining to assigned outstanding receivables
- Daily interaction with the Collections team
- Monthly delinquency notices, such as reminder and demand letters
- Interaction with Billers, Project Accountants and Project Managers regarding customer disputes or discrepancies of outstanding invoices
- Provide excellent and considerate customer service to clients

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

Sincerely,

Sam Bartoletti