

Collections Specialist Cover Letter

82717 Tobie AlleyMartyhaven, NC 07790

Dear Finley Ryan,

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

In my previous role, I was responsible for essential medical information inputs on specific medical projects as required, in accordance with Takeda standards and procedures.

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

- Firm, Assertive and Confident
- Understanding and comprehension of Medicare, Medicaid, Managed Care, Workman's Compensation, Commercial Insurances and/or Private Payors
- SAP experience preferred or related ERP systems
- Constant phone calls, computer works, including typing and use of mouse
- Temporary one month seating in a conference room for training purpose
- Capable of following instruction, seeking appropriate approvals, and complying with policies and procedures, including understanding and complying with all federal and state regulations
- Excellent interpersonal and negotiation skills, including working with different types of internal and external clients, and problem solving
- Previous experience using Microsoft Excel, Word, Outlook, and other financial software

Thank you for taking your time to review my application.

Sincerely,

Sam Lynch