

Collections Specialist Cover Letter

37771 Thiel PinesLake Hectorville, NC 10814-7806

Dear Emery Adams,

I am excited to be applying for the position of collections specialist. Please accept this letter and the attached resume as my interest in this position.

In the previous role, I was responsible for oversight and direction to Credit Control Staff to ensure customer collections are timely and effectively managed.

Please consider my qualifications and experience:

- Timeshare/hospitality/mortgage collections
- Chartered Institute Of Credit Management (CICM)
- Business (Inventory based) to Business Collections experience preferred
- Deep understanding of reporting
- Well-founded grasp of Microsoft Word
- Command of account reconciliation
- Not afraid to pick up the phone
- A friendly demeanor and enthusiasm for an operational, yet customer facing role

Thank you for taking your time to review my application.

Sincerely,

Max Keebler