

Collections Specialist Cover Letter

466 Spinka WellLake Denny, VT 96942

Dear Tatum Huel,

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 technical support to clinicians in operating room/cathlabs for the procedures with the structural heart medical device.

I reviewed the requirements of the job opening and I believe my candidacy is an excellent fit for this position. Some of the key requirements that I have extensive experience with include:

- Able to work in a team environment with the focus on total company success
- Experience in vehicle collections
- Experience with payday loans
- Responds timely to customers' queries and requests concerning billing and other issues
- For Internal and External Relationships
- Excellent interpersonal, organizational and communication skills (especially phone skills)
- Functional understanding of Microsoft Office (particularly Excel, Word & Outlook)
- Experience within the healthcare industry and experience working in an outsourced and/or shared service collection environment preferred

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

Sincerely,

Shae Luettgen