

# Collections Specialist Cover Letter

167 Jerde SummitRayfordview, MI 73875-2722

**Dear Alexis Conn,**

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 feedback and recommendations on evolving processes and standard operating procedures for new and existing managed security service offerings.

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:

- Computer skills, preferably Oracle
- Excellent knowledge of Microsoft Windows, Word, Excel and JD Edwards
- Collection of delinquent Bad Debt accounts in accordance with policies and procedures
- Make recommendations for process improvement when directed and handles special projects as assigned
- Proficient in the use of a computer and experience in an ACD environment
- The Accounts Receivable Analyst Performs a variety of routine and non-routine accounting activities in accounts receivable and collections
- Strong punctuality/attendance
- Autodialer / Predictive Dialer

**Thank you for considering me to become a member of your team.**

Sincerely,

Sam Kuphal