

Collections Specialist Cover Letter

1049 Streich Parks
South Margueritehaven, AL 14902

Dear Justice Mosciski,

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 my previous role, I was responsible for general treatment orders and operating procedures to be reviewed annually and approved by the designated, Medical Director, physician or team physician.

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

- Credit and accounts receivable experience preferred
- Business/Personal collection experience
- Previous experience in collections with a proven record of a high percentage of success
- Handling the collection efforts/calls for accounts receivable portfolio
- Typing of a minimum of 25 words per minute
- Data input skills of a minimum of 3,000 alpha and numeric
- In person interaction with co-workers and supervisors
- Excellent skills in written and verbal communications

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

Sincerely,

Quinn Stehr