

Collections Cover Letter

22542 Maisie Drive East Hobartshire, AK 42254

Dear Briar Homenick,

I would like to submit my application for the collections opening. Please accept this letter and the attached resume.

Previously, I was responsible for weekly Excel account status report-out of Past Dues & Incoming Due invoices to Parts & Services leadership.

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:

- Previous collection experience or customer service experience preferred
- Record disputes in GetPaid timely
- Familiarity with credit and collection operations and procedures including reconciliation of A/R activity
- Basic understanding of MS Word and PowerPoint
- Excellent communication skills to interact with external all levels of internal customers
- Be able to work in a fast paced working environment
- Knowledge and understanding of billing practices within the healthcare industry
- Knowledge and understanding of the Fair Debt Collection Practices Act

Thank you in advance for reviewing my candidacy for this position.

Sincerely,

Peyton Koss