

# Collections Cover Letter

85225 Deadra Views South Morris, PA 23161-1021

**Dear Marion Grady,**

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

In my previous role, I was responsible for real time voice-of-the-customer back to the organization along with recommendations for improving products, services, and profitability.

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:

- Excellent grammar usage and professional written and verbal communication skills
- Bankruptcy filing experience, preferred
- Understanding of logistics and equipment, preferred
- Proficiency with multi-tasking in a Windows environment
- Previous experience in a medical, clinical or health care setting preferred
- Knowledge of Accounts Receivable procedures
- Collections experience within the consumer collections is preferable as this is working with small businesses
- Bonuses paid out for exceeding Monthly Collections goals

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

Sincerely,

Charlie Jakubowski