

Collections Cover Letter

9219 Bailey Creek Walkerchester, ID 87796

Dear Dylan Howell,

In response to your job posting for collections, I am including this letter and my resume for your review.

Previously, I was responsible for leadership to promote and maintain integrity, accuracy, and timeliness in the delivery of services to students, colleagues, and academic partners.

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

- Comply with all rules and regulations established by the Federal Fair Credit Reporting Act
- Pinpoint delinquent customer accounts through various means, written correspondence, phone contact, skip-tracing, and making arrangements for payment
- Register all customer payments to the correct reports
- Take care of inbound and outbound collections calls and correspondence
- Maintain quality customer service and a positive company image by resolving customer account inquiries
- Process bankruptcy filings in the correct manner when received
- Direct all billing and reporting activities in accordance to deadlines
- Proven knowledge of AS/400

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

Sincerely,

Blake Kuphal