

# Collections Cover Letter

289 Boehm Squares West Tannerborough, AK 74416-3023

**Dear Stevie Cummings,**

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

In the previous role, I was responsible for with the best services, solutions and information to clients and sales department in relation with the status of the accounts receivables.

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

- Medical Device collections exp desirable
- A self-starter who operates independently in a fast-paced environment
- Detail-oriented with an insistence on high quality work product
- A/R knowledge
- An understanding of Accounts Receivable/Collections functions
- Experience with an accounting ERP system
- Experience managing large portfolios
- Experience setting up and managing payment arrangements

**Thank you for your time and consideration.**

Sincerely,

Shae Little