

# Collector Cover Letter

751 Kassulke Summit Feiltown, OR 97159-6218

**Dear Tatum Hermann,**

I am excited to be applying for the position of collector. Please accept this letter and the attached resume as my interest in this position.

In the previous role, I was responsible for technical support for and assistance with the monitoring of data collection and quality assurance activities.

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

- Acknowledge and resolve customer complaints at first point of contact wherever possible
- Accurate use of the Collections systems to ensure that a Customer's records are kept up to date
- Comply with all external regulatory requirements including Financial Services Act
- Embrace a culture of change through identification of non-value adding tasks and offering suggestions for improvement
- Confident and efficient work approach with a customer focus
- Extensive understanding of credit terminology, forms, documents, legal requirements and bank policies and procedures as related to direct and indirect lending with a very high regard for detail, extensive knowledge and understanding of lending practice and a very high regard for loan documentation
- Proficient in MS Office applications (MS Word and Excel)
- Practical knowledge of Oracle e-Business Suite preferred

**Thank you for considering me to become a member of your team.**

Sincerely,

Robin Metz