

# Recovery Analyst Cover Letter

572 Aufderhar StreetWillyhaven, KY 09555

**Dear Landry Leffler,**

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

Previously, I was responsible for direction and oversight of business processes, programs and projects established to ensure corporate compliance to Federal and State regulations pertaining to Electric Reliability and Affiliate Restrictions and Standards of Conduct.

Please consider my experience and qualifications for this position:

- Knowledge of Personnel Recovery Mission with AFC and Joint policy
- Experience with Joint Search and Rescue Satellite Aided Tracking (SARSAT) Electronic Tracking System (JSETS) database program
- Knowledge of SARSAT policy
- College education or training is preferred
- Initiate contact wth customers when submitted to ADR to negotiate payment
- Evaluates and approves accounts for litigation
- Handles credit bureau and NACM and D&B reporting on all ADR accounts
- Prepares customer files for review by Sr

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

Sincerely,

Emerson Becker