

# Jordan A. Mitchell

January 16, 2026

Acme Corporation

RE: Collections Specialist

Dear Hiring Manager,

I am excited to apply for the Collections Specialist position at Acme Corporation as advertised on LinkedIn. With a strong background in accounts receivable and collections, I am confident in my ability to contribute effectively to your team and help improve your financial operations.

In my previous role at XYZ Financial Services, I successfully reduced the outstanding accounts receivable by 30% within six months by implementing a more efficient follow-up system and fostering positive relationships with clients. My proactive approach to collections included regular communication with customers to understand their payment challenges and negotiate feasible payment plans, resulting in a 25% increase in on-time payments. Additionally, I utilized data analytics tools to identify trends and prioritize collections efforts, which led to a more strategic approach in managing delinquent accounts.

I am particularly drawn to Acme Corporation due to its commitment to innovation and customer service excellence. I am eager to bring my expertise in collections and customer relationship management to your organization. I believe that my skills in communication and problem-solving will align well with your team's goals and help enhance operational efficiency.

Thank you for considering my application. I look forward to the opportunity to discuss how my background, skills, and enthusiasms align with the needs of Acme Corporation. I am excited about the possibility of contributing to your team and am available at your earliest convenience for a conversation.

Sincerely,

Jordan A. Mitchell