

Jordan Smith

January 16, 2026

Acme Corporation

RE: Entry Level Collections Specialist

Dear Hiring Manager,

I am writing to express my enthusiasm for the Entry Level Collections Specialist position at Acme Corporation, as advertised on your careers page. With a strong desire to contribute to your team and support your mission of delivering exceptional service, I am eager to bring my skills in account management and customer relations to your organization.

During my time as an intern at XYZ Financial Services, I successfully managed a portfolio of accounts, improving collection rates by 15% over a three-month period. I achieved this by implementing a proactive follow-up strategy that involved regular communication with clients, ensuring they understood their account statuses and payment options. Additionally, I completed a project where I analyzed aged receivables, identifying discrepancies that led to a recovery of \$10,000 in overdue payments. My ability to leverage data and communicate effectively with clients directly contributed to our team's success.

Furthermore, my experience as a customer service representative at ABC Retail has equipped me with the skills necessary to handle sensitive conversations with professionalism and empathy. I often processed payment arrangements and resolved billing inquiries, which not only improved customer satisfaction scores by 20% but also strengthened my ability to negotiate and communicate effectively under pressure. I am confident that my background and skill set make me a strong candidate for this position.

I am excited about the opportunity to discuss how I can contribute to the success of Acme Corporation as an Entry Level Collections Specialist. Thank you for considering my application. I look forward to the possibility of discussing my candidacy further.

Sincerely,

Jordan Smith