

# Jordan Taylor

January 16, 2026

Acme Corporation

RE: Freelance To Full Time Collections Specialist

Dear Hiring Manager,

I am excited to apply for the Freelance To Full Time Collections Specialist position at Acme Corporation, as advertised on LinkedIn. With a robust background in accounts receivable management and a proven track record of enhancing collection processes, I am confident in my ability to contribute effectively to your team and help Acme achieve its financial goals.

In my previous role as a Freelance Collections Specialist, I successfully reduced overdue receivables by 30% within six months by implementing a proactive outreach strategy. By analyzing customer payment patterns and tailoring communication approaches, I was able to establish stronger relationships with clients, resulting in a more efficient collection process. Additionally, I developed and executed a new tracking system that improved the visibility of outstanding invoices, allowing me to prioritize collections based on the likelihood of payment, which further streamlined operations and boosted cash flow.

I am particularly drawn to this opportunity at Acme Corporation because of your commitment to innovative financial solutions and customer service. I believe my experience in negotiating payment plans and resolving disputes will contribute to maintaining your excellent client relationships while improving collection efficiency. I am eager to bring my unique skills to your team and collaborate with others to find innovative solutions to collection challenges.

I would welcome the chance to discuss how my background, skills, and enthusiasms align with the needs of your team. Thank you for considering my application. I look forward to the possibility of contributing to Acme Corporation's success as a full-time Collections Specialist.

Sincerely,

Jordan Taylor