

Jordan Taylor

January 16, 2026

Acme Corporation

RE: Internship Collections Specialist

Dear Hiring Manager,

I am writing to express my enthusiasm for the Internship Collections Specialist position at Acme Corporation, as advertised on your careers page. With a strong interest in finance and a commitment to driving collections success, I believe this opportunity aligns perfectly with my skills and career goals.

During my time as a finance intern at XYZ Company, I successfully assisted with the collections process by analyzing overdue accounts and implementing strategies that reduced the average collection period by 15%. This experience honed my analytical skills and taught me the importance of effective communication with clients to negotiate payment terms. Additionally, I led a project where I developed a tracking system for overdue invoices, which improved our follow-up efficiency and resulted in a 10% increase in collections over three months.

I am particularly drawn to this internship at Acme Corporation because of your commitment to excellence in customer service and financial integrity. I am eager to contribute to your team by leveraging my attention to detail and problem-solving abilities. I am excited about the opportunity to gain hands-on experience in collections while supporting your mission to maintain strong financial health.

I would welcome the opportunity to discuss my application further and learn more about how I can contribute to the success of Acme Corporation as an Internship Collections Specialist. Thank you for considering my application.

Sincerely,

Jordan Taylor