

Jordan Smith

January 16, 2026

Acme Corporation

RE: No Experience Collections Specialist

Dear Hiring Manager,

I am writing to express my enthusiasm for the No Experience Collections Specialist position at Acme Corporation, as advertised on your careers page. With a strong desire to build a career in finance and customer relations, I am excited about the opportunity to contribute to your team and help improve collections processes while providing excellent service to your clients.

Although I may not have direct experience in collections, I have developed strong communication and organizational skills through various roles in customer service and retail. For instance, during my time at XYZ Retail, I successfully managed customer inquiries and resolved issues efficiently, leading to a 20% increase in customer satisfaction scores. This experience taught me the importance of clear communication and persistence, qualities that are essential for a Collections Specialist. Additionally, I volunteered for a local nonprofit where I was responsible for tracking donations and following up with contributors, which honed my ability to manage sensitive conversations and maintain accurate records.

I am eager to bring my proactive approach and commitment to learning to the Acme Corporation team. I am particularly drawn to your company's reputation for fostering employee development and innovation in the collections field. I am confident that my unique blend of skills and enthusiasm for customer service will allow me to make a meaningful impact in this role.

Thank you for considering my application. I look forward to the opportunity to discuss how my background and aspirations align with the goals of Acme Corporation. I am excited about the possibility of contributing to your team and would welcome the chance to speak further about how I can support your collections efforts.

Sincerely,

Jordan Smith