

# Jordan Lee Thompson

January 16, 2026

Acme Corporation

RE: Relocation Collections Specialist

Dear Hiring Manager,

I am writing to express my enthusiasm for the Relocation Collections Specialist position at Acme Corporation, as advertised on your careers page. With a strong background in collections and a specific focus on relocation services, I am excited about the opportunity to contribute to your team and support your clients in their transitional journeys.

In my previous role at Global Move Solutions, I successfully reduced the outstanding collections by 30% within a six-month period by implementing a new tracking system that streamlined communication between clients and the collections department. This initiative not only improved the overall efficiency of our operations but also enhanced customer satisfaction, as clients received timely updates and resolutions regarding their accounts. Additionally, I developed and facilitated training sessions for new team members, focusing on best practices in collections and client engagement, which further elevated our team's performance.

Furthermore, during my time at TransNation Relocation Services, I led a project that involved negotiating payment plans with clients who faced financial difficulties during their relocations. By employing a compassionate and solution-oriented approach, I was able to secure 95% of outstanding debts while maintaining positive relationships with clients. This experience honed my ability to understand clients' unique circumstances and align our services with their needs, ensuring a smooth transition and fostering long-term loyalty.

I am eager to bring my expertise in relocation collections to Acme Corporation and contribute to your mission of providing exceptional service in the relocation industry. I would welcome the opportunity to discuss my qualifications further and explore how I can help enhance your collections processes. Thank you for considering my application.

Sincerely,

Jordan Lee Thompson