**Robert Smith**

**Collector**

**1737 Marshville Road, Alabama, (123)-456-7899, info@qwikresume.com www.qwikresume.com**

[Today’s Date]

[341 Company Address]  
[Company City, State xxxxx]  
[(xxx) xxx-xxxx]  
[hiring.manager@gmail.com]

Dear [Mr./Mrs./Ms.] [Hiring Manager’s Name],

I am writing to express my interest in the Collector position with XYZ Company. I have worked as a Collector for the past four years and I am certain that my skills and experience would be an asset to your team.

As a Collector for ABC Credit Union, I was responsible for collecting on delinquent accounts. My daily duties included contacting delinquent account holders via telephone, mail or email to determine the cause of delinquency and make arrangements for repayment.

During my time with ABC Credit Union

* I was able to reduce delinquencies by over 15%.
* I successfully collected a total of $1 million in past due accounts, reduced the company’s outstanding debt to $20,000, and reduced customer complaints by 40%.
* I collected on past due accounts for our customer base of 5,000 clients.

I am very familiar with the laws surrounding debt collection and am proficient at working within those guidelines. I have excellent communication skills and I enjoy working with people. In addition, I have strong computer skills, including Microsoft Word, Outlook and Excel.

I have enclosed my resume for your review along with three professional references. If you have any questions, please do not hesitate to contact me at (555) 555-1234 or via email at [email].

Thank you so much for your time and consideration.

Sincerely,

[Your Name]