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| **Robert smith**  **Debt Collector** | **Phone**: (123) 456 78 99  **Email**: info@qwikresume.com  **Website**: [www.qwikresume.com](http://www.qwikresume.com)  **LinkedIn**: linkedin.com/qwikresume  **Address**: 1737 Marshville Road, Alabama. |

[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],

This letter is regarding my interest in applying for the post of Debt Collector at [XXX Company]. My four years of experience as a Debt Collection Supervisor at [YYY Company] aligns well with the expertise and qualifications you are seeking at your company. With a strong educational qualification and relevant experience in the field of work, I am certain I would make a valuable addition to your company.

[XXX Company] has set the benchwork in the field of finance and account management because of its pragmatic approach to come up with providing loans and services. The company has done a good job of incorporating the latest marketing principles and rate of interest for potential customers to choose from. I am certain that I can play a vital role in your company.

My current role at [YYY Company] helped me understand the procedures and guidelines surrounding the field of debt collection and management. I also perform the following tasks and duties at [YYY Company]:

* Resolved the financial hardships of customers by allocating hardship packages.
* Collected on mortgages from debtors as and when required.
* Keep records of incoming and outgoing debt and payment transactions within the company limits.
* Reconciling invoices and debt accounts in a timely uniform manner.
* Recorded information regarding the financial status of clients and their subsequent repayment.
* Assist in the preparation and maintenance of tax statements provide solutions for discrepancies.

I have strong organizational and analytical skills. My experience and acquired skill set have prepared me to excel in this role. I am certain your company will provide me with an excellent platform to upgrade my accounting skills and abilities as well.

Thank you for your time and consideration.

Sincerely,

[Your Name]