Pavan Kumar Adhepalli

Toronto, Canada | (416)-845-7706 | pavan7314@gmail.com

Dear Hiring Manager,

Your job description for the Collections Specialist position matches quite closely with my career profile. Bearing this in mind, I am confident I’d make a strong addition to the team.

Strong background in demonstrating an empathetic approach while listening to customers, analyzing their needs, managing delinquent accounts, and providing excellent customer service while negotiating payment terms with customers and helping resolve their issues. Also, analytical, detail-oriented, and enjoy solving problems both imaginatively and resourcefully.

Furthermore, I have been acclaimed for being a positive, self-driven, effective communicator, and the ability to manage ambiguity and adapt to changing environments and priorities. I believe that with these qualities I can provide your organization with the value that it is looking for in a Collections Specialist position.

Please refer to my resume for further details regarding my skills, qualifications, and work experience. I look forward to meeting you in person to discuss this position in detail. Thank you for your time and consideration.

Sincerely,

Pavan Kumar Adhepalli