

OGOLLA THOMAS OKELLO

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Kajiado, Ongata Rongai

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Hiring Manager,

Thank you for the opportunity to apply for the Collection Officer at your company. After reviewing your job description, it's clear that you're looking for a candidate that is extremely familiar with the responsibilities associated with the role and can perform them confidently. Given these requirements, I am certain that I have the necessary skills to successfully do the job adeptly and perform above expectations.

I am an adaptable recent college graduate (Bachelor of Science in Actuarial Science) from Multimedia university of Kenya. During the course of my academic career, I also managed to accrue nearly 6 months of work experience. I had the privilege of working for National health insurance fund in a benefits analyst role, where I learned valuable professional skills such as data analysis, financial reporting and customer support. In both my academic and professional life, I have been consistently praised as results-oriented by my professors and peers. Whether working on academic, extracurricular, or professional projects, I apply proven analytical, communication and interpersonal skills, which I hope to leverage into the Collection Officer role at your organization.

After reviewing my resume, I hope you will agree that I am the type of competent and competitive candidate you are looking for. I look forward to elaborating on how my specific skills and abilities will benefit your organization. Please contact me at 0702 096311 or via email at [thomasogolla637@gmail.com](mailto:thomasogolla637@gmail.com) to arrange for a convenient meeting time.

Thank you for your consideration, and I look forward to hearing from you soon.

