

Account Payable Clerk Cover Letter

4418 Will LodgeLacyland, DE 94293

Dear Avery Walsh,

I would like to submit my application for the account payable clerk opening. Please accept this letter and the attached resume.

Previously, I was responsible for expert knowledge to help tools and middleware partners take advantage of the power of Microsoft platforms.

I reviewed the requirements of the job opening and I believe my candidacy is an excellent fit for this position. Some of the key requirements that I have extensive experience with include:

- Good knowledge of Excel (intermediate level) and other Office suite softwares
- Bilingualism, both spoken and written (French and English)
- Good interpersonal skills and sense of organisation, dynamism and self-reliance
- Team spirit and marked interest in the continuous improvement of quality
- Preferred experience in high volume fast paced work environment
- Detail-oriented and high level of data entry accuracy
- Demonstrate strong interpersonal, business, communication and customer service skills
- Knowledge of accounts payable module and other modules in district financial accounting system

I really appreciate you taking the time to review my application for the position of account payable clerk.

Sincerely,

Dakota Cassin