

Account Payable Clerk Cover Letter

99493 Konopelski PlazaPort Jodee, AZ 59702-9347

Dear Emerson Wolf,

Please consider me for the account payable clerk opportunity. I am including my resume that lists my qualifications and experience.

Previously, I was responsible for support, leadership and direction on Microsoft to PAMs who will own relationships at their country locations.

Please consider my experience and qualifications for this position:

- Strong detail orientation and strives for accuracy
- Strong analytical skills to investigate and research invoice discrepancies
- Strong interpersonal skills and able to adapt interaction approach to build effective relationships
- Skilled in working with individuals from different cultures
- Courage to bring forth ideas to increase efficiency/improve ways of working
- Exposure to budgeting and account reconciliations
- Experience working with a fully integrated accounting system preferred
- Clear and calm communication

Thank you for considering me to become a member of your team.

Sincerely,

Lennox Harris