

Account Receivable Cover Letter

7928 Kimberely VistaWest Christeenborough, WV 52568

Dear Charlie Greenholt,

I am excited to be applying for the position of account receivable. Please accept this letter and the attached resume as my interest in this position.

In my previous role, I was responsible for backup support to other groups in the accounting department and perform other general administrative duties as needed.

Please consider my qualifications and experience:

- A thorough knowledge of SAP system preferable
- Experience working with ZirMed and TIMS (Total Information Management System) preferred
- Fluent Spanish and/or Portuguese and English
- Strong motivation to work and multitasking mindset
- Pro-active customer approach and highly developed interpersonal skills
- Complete vendor and customer requests for information such as credit applications, sales tax exemption certificates, vendor set-up forms, W-9's
- Provide backup relief for AP and AR functions
- Assist with customer credit investigations and financial statement analysis

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

Sincerely,

Robin Spencer