

# Accounting Associate Cover Letter

1447 Jone Corners South Wallyhaven, OH 31981

**Dear Dakota Boyer,**

I would like to submit my application for the accounting associate opening. Please accept this letter and the attached resume.

In the previous role, I was responsible for financial analysis for both SSD financial data, as well as, transactional data for other divisions, processed through SSD.

Please consider my qualifications and experience:

- Printing, sorting and assembling documents rapidly and accurately
- Operating at a high level of productivity and efficiency to meet deadlines in a high volume environment
- Experience as Accounts Payable and/or Accounts Receivable Processor desirable
- Prefer accounts payable software experience
- Strong attention to detail and high level of accuracy of data input
- Monthly journal entries for all VWFS companies
- Reconciliation schedules for Reports received from the Third-Party Administrator
- Monthly and quarterly schedules for our internal customers

**I really appreciate you taking the time to review my application for the position of accounting associate.**

Sincerely,

Landry Pfeffer