

Accounts Clerk Cover Letter

5521 Malcolm Vista Muellerbury, IL 47270-2473

Dear Parker Breitenberg,

In response to your job posting for accounts clerk, I am including this letter and my resume for your review.

In my previous role, I was responsible for a 401(k) plan with match, and offer great medical, dental, and vision insurance – we even pay for your life insurance.

Please consider my experience and qualifications for this position:

- Competency in Microsoft applications including Excel, Word and Outlook
- Familiarity with natural gas industry and terminology
- Experience with any large ERP system or MAS500
- Intermediate or advanced knowledge of Microsoft Office, Outlook
- Preferred experience in manufacturing or consumer products industry
- Strong MS Excel skills and proficient in Microsoft Office suite
- Proficient in data entry and attention to detail
- Experience with various software packages, JDEdwards preferable

Thank you for taking your time to review my application.

Sincerely,

Sawyer Runolfsdottir