

# Accounts Payable Analyst Cover Letter

7266 Fannie Plaza Windlerville, NM 74882-6622

**Dear Alexis Stoltenberg,**

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

Previously, I was responsible for supporting document information of discrepancies for a quick resolution and ensure the organization accounting integrity of our vendor accounts.

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:

- Reconcile vendor statements related to inventory and other non-production items
- Process vendor invoices via 3-way match
- Computer proficient (Word, Excel, Powerpoint, Outlook)
- High level of accuracy in the manipulation, interpretation, and entry of data
- Document scanning and electronic workflow
- CAPP, CAPA, CPRS designations desirable
- Good customer service ambassador
- Analytic and methodical

**Thank you in advance for taking the time to read my cover letter and to review my resume.**

Sincerely,

Rowan Schroeder