

Accounts Payable Analyst Cover Letter

1208 Franecki Island North Erick, ME 94404-0690

Dear Morgan Romaguera,

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

Previously, I was responsible for accounting assistance to project managers and operations staff, responding to financial questions/concerns to meet business needs.

My experience is an excellent fit for the list of requirements in this job:

- Exceptional interpersonal skills with a friendly, team-oriented, professional, and customer service-oriented demeanor
- Work independently and make sound decisions with minimum supervision
- Detailed and organized approach to work
- Comply with all safety policies/practices and wear appropriate personal protective equipment (PPE) including hard hat, safety glasses, gloves, steel toe shoes, hearing protection, respirators
- Familiarity with EDI and other data import processes
- Working knowledge of Lawson system & workflow engine tools
- Microsoft Office Suite proficiency with Excel, Word and Power Point
- Working knowledge of computerized accounting and software basic office equipment

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

Sincerely,

River Becker