

Accounts Payable Assistant Cover Letter

81566 Yu Plaza East Franklyn, CA 75848

Dear Cameron Harris,

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

In my previous role, I was responsible for assistance and information to internal and external clients to jointly enable efficient finance and/or accounting work processes.

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

- Proactive approach to problem solving and great time management skills
- Accurate and logical approach to work and takes initiative, excellent eye for detail
- Team player and takes a proactive approach in learning
- Understanding of consignment jewellery would be a benefit
- Knowledge of Microsoft Dynamics will be an advantage, but not essential
- Industry experience in Oil and Gas preferred
- Proficiency with Microsoft Office software, specifically Excel
- Basic understanding of an accounts payable function

Thank you for your time and consideration.

Sincerely,

Baylor Funk