

Accounts Payable Assistant Cover Letter

727 Chia Loop North Dir, SC 97805

Dear Parker Renner,

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

In my previous role, I was responsible for support to the finance and/or accounting team which may include generating reports and gathering data in support of audits.

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:

- Advanced Microsoft Office Suite including Excel, Email and Internet
- At least 6 months of accounts payable experience
- Understanding of the Finance Shared Service accounting model
- Good judgement to identify, assess and resolve issues
- Be able to explain and support business decisions to the team
- MS Office – advanced level of knowledge and usage (Powerpoint, Excel)
- Prior experience supervising accounting, financial or AP personnel
- Working knowledge of MS office products Excel and Word

I really appreciate you taking the time to review my application for the position of accounts payable assistant.

Sincerely,

Brooklyn Balistreri