

Accounts Payable Associate Cover Letter

85450 Stamm LakesLake Winstonmouth, WI 18740

Dear Zion Pagac,

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

In the previous role, I was responsible for training and support to all end-users and staff to develop and improve their skills and knowledge of applicable systems as it relates to the Accounts Payable/Purchasing applications and ensure proper documentation of same.

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:

- Able to work in a fast paced team environment with large volume
- Working knowledge in Excel and Word
- To perform this job successfully, an individual should have knowledge of word processing software, spreadsheet software, accounting software, payroll software, and internet software
- Prior knowledge of Peoplesoft (or similar software) is highly desirable
- High School Diploma, GED or equivalent combination of experience and instruction
- Sage 100 or other equivalent system experience
- Strong work ethic and commitment to reach the deadlines
- Regular contact with employees and vendors external organizations to investigate and respond to requests

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

Sincerely,

Landry Swaniawski