

# Accounts Payable Associate Cover Letter

995 Koch Lakes Wallyburgh, AL 78860-3039

**Dear Hayden Zemlak,**

I submit this application to express my sincere interest in the accounts payable associate position.

In my previous role, I was responsible for complex accounting support including data analysis, processing invoices to suppliers and vendors and reconciling balance sheet accounts and other tasks under limited supervision.

Please consider my qualifications and experience:

- Detail oriented and diligent
- Good PC skills 10-key adding machine
- Analytical and observant
- Self- starter and displays initiative
- Working knowledge of DDS (Media Ocean) accounting system
- Working knowledge of MS Office including MS Excel and MS Word
- Strong business application skills (e.g., Microsoft Office Suite, ERP (Oracle knowledge preferred)
- Basic understanding of principles of finance, bookkeeping and accounting

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

Sincerely,

Lennon Stroman