

Accounts Payable Associate Cover Letter

59190 Elias FordsNew Javierland, TN 26742-6149

Dear Shae Gislason,

I would like to submit my application for the accounts payable associate opening. Please accept this letter and the attached resume.

Previously, I was responsible for timely response to inquiries or complaints from budget center managers, vendors or employees concerning accounts payable processing.

Please consider my qualifications and experience:

- Experience in terminal data-entry
- Prolonged sitting-up to four hours at a time
- Able to calculate footings, extensions, percentages, discounts, and appropriate state sales taxes
- Dependable, keeps commitments, able to follow direction
- Strong knowledge PeopleSoft/Maximo
- A professional, who can manage and execute tasks, with minimum supervision
- Work with multiple groups in the organization
- Experience with and ERP system, with a preference for SAP or Oracle

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

Sincerely,

Robin Bahringer