

Accounts Payable Associate Cover Letter

936 Charlena WellsPort Adriana, ID 16474-0275

Dear Campbell Nienow,

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

In the previous role, I was responsible for customer service in the ESC Portal, including but not limited to: Grant Chrome River Access to Employees.

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

- Adept in influencing others
- Proficiency navigating in browser based applications
- Provide efficient customer service to support payment requirements in accordance with company guidelines to minimize financial risk
- Work in a dynamic team environment and support multiple functions
- Exercise independent judgment in an ethical manner
- Work under time constraints to meet specific deadlines
- Diplomatic and respectful communication
- Experience with Cost Point 7.0 and Deltek Time & Expense 9.0 or higher preferred

Thank you for your time and consideration.

Sincerely,

Sawyer Kozey