

# Accounts Payable Clerk Cover Letter

66785 Donna Mission East Elliot, TX 03304

**Dear River Barton,**

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

In my previous role, I was responsible for open Trade Accounts Payable reports as of month-end to General Accounting for account reconciliation.

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:

- Past due balance and reconciliations as well
- Proficient in all Microsoft applications, particularly Excel
- General Qualification in Commerce / Finance
- Display people management and leadership skills
- Experience with financial A/P applications, Inventory/Purchasing systems
- Typing 35 wpm as demonstrated by a timed test
- A basic knowledge of accounting and its applications
- Self-motivated, able to work independently without supervision

**Thank you for your time and consideration.**

Sincerely,

Stevie Hayes