

# Accounts Payable Clerk Cover Letter

72084 Leffler Court East Luigi, KS 76871-9769

**Dear Avery Harvey,**

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

Previously, I was responsible for a variety of administrative and data entry account payable services to the Accounts Payable department.

Please consider my experience and qualifications for this position:

- Experience using Microsoft Office to include Word, EXCEL, and Outlook
- Able to communicate effectively with Internal and External Customers in a fast paced environment
- Willing to accept and complete additional tasks as directed
- Significant time spent using telephone and computer
- Maybe Exposed to stooping, bending, and standing for short periods of time
- Personable and confident communicator
- Able to talk to staff across different levels in an organisational structure
- Happy to work independently and schedule own tasks

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

Sincerely,

Denver Dickinson