

Accounts Payable Specialist Cover Letter

906 Schmidt RoadPacochoafort, KY 24170-7974

Dear Skyler Gutkowski,

Please consider me for the accounts payable specialist opportunity. I am including my resume that lists my qualifications and experience.

Previously, I was responsible for regular feedback to the Accounts Payable Manager and escalates issues when appropriate; provides feedback for opportunities to improve standard operating procedures.

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:

- Some lifting of boxes weighing between 5 and 25 pounds
- Some standing and walking but primarily sitting
- Bending frequently
- Detailed knowledge of end to end Procure to Pay process
- Strong experience of MS Office (in particular Microsoft Excel)
- Deadline driven, accurate, diligent and multi-tasker
- The equivalent of a High School diploma or GED and coursework in Accounting
- Proficient in use of computers, and intermediate excel skills including pivot tables and V-lookup functions

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

Sincerely,

Stevie Connelly