

# Accounts Payable Cover Letter

87879 Cronin Station Weldonfurt, AZ 74114

**Dear Shae Ratke,**

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

In my previous role, I was responsible for aP back office support by working closely with the offshore team to manage and solve all accounts payable issues in a fast-paced high-volume global environment.

Please consider my experience and qualifications for this position:

- Performs research and reconciliation functions necessary to update and maintain account information
- Coding and inputting invoices
- Assisting account managers, property managers, and accountants with any issues
- Answer property inquiries by phone and email
- Meet weekly deadlines
- Comply with all company a/p policies and procedures
- Work with multiple accounting softwares (Yardi, MRI, CTI)
- Some commercial real estate or property management experience preferred

**Thank you in advance for reviewing my candidacy for this position.**

Sincerely,

Dakota Hodkiewicz