Downloaded from <https://www.velvetjobs.com/cover-letters/ap-clerk>

# Example of AP Clerk Cover Letter

757 Beier Lake
Port Gerard, ND 27386-5806

**Dear Frankie Hermiston,**

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

In the previous role, I was responsible for information to buyers, planners, stock transaction clerks, accounts payable, vendors, production and transportation personnel as needed to resolve quality issues, receiving and accounts payable discrepancies.

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

* Perform administrative and ad hoc projects as assigned
* Normal office requirements such as sitting while working on computer, typing, answering phones, and light lifting
* Needs to possess proper communication skills in order to work with the team and interact with the field
* Great Plains experience highly preferred
* Experience with SAP will be an asset
* Communicative and team orientated, with analytical thinking and paying attention to the details
* Computer (Excel, Word, ) skills
* Exposure to project / task coordination

**Thank you for considering me to become a member of your team.**

Sincerely,

Brooklyn Kiehn