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# Example of AP Clerk Cover Letter

7495 Shona Roads
New Hisako, OR 12959-8666

**Dear Casey Schuppe,**

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 assistance on follow-up and consultation with contracts and vendors to resolve complex accounts payable or other accounting issues.

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

* Provide “due backs” efficiently and with a high attention to detail
* Deposit cash and cheque takings with the bank on a daily basis
* Maintain and ensure that the Hotel Float is intact and accounted daily
* Strong research skills to find necessary information for accurate and effecting processing of AP batches
* Able to evaluate workflow processes, and continually looks at new ways to make work more efficient
* Accounts Payable background in PO system matching and general knowledge of accounting principles preferred
* Fluent written and spoken English and intermediate German
* Possess high attention to detail, and accuracy, within a high-volume work environment

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

Sincerely,

Emerson Osinski