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# Example of AP Clerk Cover Letter

71242 Carroll Trail  
Shonaside, CA 00033-5854

**Dear Jordan Ebert,**

I submit this application to express my sincere interest in the AP clerk position.

In the previous role, I was responsible for accounts payable support to local and outside office locations.

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:

* Experience in disbursement procedures/policies or in an AP role
* Create a personal and professional rapport with each carrier through honest communication and timely response to inquiries
* Provide accurate and specific data to carrier on account payment status, when asked
* Help the carrier understand our payment process, and make them aware that all invoices require a Bill of Lading and Load Confirmation before payment can be processed
* Make certain that all invoice information is accurate and matches the loads in TMW before processing for payment
* Proactively communicate with the Buyer/Brokers to mitigate and discrepancies between our load confirmation and the invoice from the carrier
* Be PC proficient (Microsoft Office, Excel, Word, and Outlook)
* Working knowledge of Epicor financial reporting system

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

Sincerely,

Sawyer Kuhlman