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# Example of Manager AR Cover Letter

232 Viki Harbor  
Binschester, OH 24767-8196

**Dear Casey Connelly,**

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

In the previous role, I was responsible for leadership in cross-functional activities related to Sales with different departments such as Business, HSE, Supply Chain, Finance and Credit.

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:

* Intermediate proficiency in MS Office Suite (Word, Excel and PowerPoint)
* Manage full cycle invoicing process for assigned FFP, T&M and CPFF programs
* Interface with Business Units to insure optimal work flow and communication exists at all times with the billing department
* Supervise a team of 10+ Billing Specialists
* Interface with DCAA to ensure compliance and internal use of best practices
* As needed, diagnose any differences between company and customer records
* Report on the balances in the monthly Unbilled Receivable report
* Support and lead the Billing team in order to provide interim invoices prior to contract closeout deadlines

**Thank you for taking your time to review my application.**

Sincerely,

Gray Dach