

Account Payable Cover Letter

52189 Schamberger SpringsErnserville, NV 67640-0078

Dear Alexis Hauck,

I submit this application to express my sincere interest in the account payable position.

Previously, I was responsible for final approvals on all vendor setups within accounts payable module within ERP to confirm full satisfaction of on-boarding requirements.

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:

- Strong multi-tasking capabilities and time management, excellent organizational skills
- Bookkeeping Diploma level 3
- Hard working, managing stress and strict deadlines
- Pay great attention to details - Good Microsoft* skills and SAP* knowledge would be an added advantage
- Proficient using complete Microsoft Suite (Excel, Word,) and PC skills
- Basic proficiency with MS Excel - input data, run reports
- Basic proficiency with MS Outlook - manage email and calendar
- Basic proficiency with MS Word - create and edit documents

Thank you in advance for taking the time to read my cover letter and to review my resume.

Sincerely,

Tatum Medhurst