

Supervisor, Accounts Receivable Cover Letter

887 Jarvis AlleyGuillermouth, MD 59630

Dear Story Rempel,

Please consider me for the supervisor, accounts receivable opportunity. I am including my resume that lists my qualifications and experience.

In the previous role, I was responsible for all office administration duties and correspondence related to accounts receivable.

Please consider my qualifications and experience:

- Drives for results, proactively solves complex problems and consistently delivers under tight deadlines
- Competency in Microsoft Office, particularly Excel as well as working with a large ERP
- Proficient use of systems, (i.e., GL reporting, MS Excel, MS Word)
- Strong technical skills ensuring consistent application of GAAP
- Effective communication to all levels of management at the business unit and corporate
- Education in the field of economics, finance, accounting or similar
- Very good knowledge of Microsoft Office tools and particularly MS Excel
- Experience in team management and project management would be an asset

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

Sincerely,

Gray Rippin