

James Brown

238 Broadway

New York

NY

United States

To

The HR Manager

XYZ Company

354 F 63rd Street

New York

NY 10022

United States

Subject- account payable specialist cover letter

Dear

I believe I am a good fit for the position at (Mention the corporation name) because I have a bachelor's degree in (Mention the subject) and over (numbers) years of accounts payable expertise.

I have a knack for problem solving and work effectively both in groups and on my own. My knowledge of determining vendor payment schedules has given me the ability to create a system that eliminates late payments and associated fees.

It saves the company money while also improving its credit rating and reputation. As a member of your team, I look forward to providing you with dependable and accurate financial assistance.

The job description emphasizes the need for attention to detail. Before entering vendor invoices and expenditure reports into the payment system, I analyze and check them for proper coding and authorization.

In addition, I am in charge of storing and filing contractor (year) data with the (name the service center). My resume and references are provided for your consideration.

I look forward to hearing from you soon to explore how my background and experience might benefit (Mention the corporation name)'s accounting department. Thank you for your attention and time.

James Brown

[Handwriting signature]

[Mention the contact details]

[Mention here, if there is any post note to be given]