

Accounts Payable Cover Letter Sample 2

Peter Parker

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Mark Harold

Director of Human Resources

Brinks & Berkman's Ready Accountants

2199 S. Turtle Beach Cove, Daytona Beach, Florida 31949

Dear Mr. Harold,

I saw your employment listing for your accounts payable position on the Financial Fanatics electronic job board. I am interested in learning more about what your company has to offer and applying for the position. I possess over 15 years of accounts payable experience with various agencies. In addition, I also have experience doing taxes for both small and medium level businesses each year. I earned my CPA at the University of Central Florida and graduated with the class of 92.

My most current employment position is at Fieldman's Accounting Solutions in Daytona Beach, Florida. I have worked here for almost eight years and am interested in pursuing opportunities at an agency that offers more long-term growth potential. Some examples of my primary responsibilities include processing invoice payments, copying sales receipts, and auditing the work of junior level accountants. In addition, I also create PowerPoint slideshows that are used to update upper-level management on our quarterly spending habits.

During my employment at Fieldman's, I have received several professional rewards for my commitment to excellence. To begin with, I have received the quarterly perfect attendance award from the company for nine consecutive quarters. I have also received the Fieldman's Award for Excellence for two years in a row. This award is given out annually to accountants who maintained an auditive review score of 95 or greater throughout the entire year. I've also received the Employee of The Month award six different times.

Fieldman's has given me a wide range of skills that I feel would be very useful to your organization. For starters, I am familiar with multiple operating systems including Windows, Mac, and Linux. I am also great with programs like Microsoft Office, Excel, PowerPoint, and Lotus Notes. My consistent WPM typing rate is approximately 67. As for electronic image systems, I have experience working with programs like EIS.

I also took the time to do a little bit of research about your company. I saw that the two founding members are still active in the daily activities of the company. That attention to detail and

commitment of the owners is a primary reason why I am interested in learning more about what your company has to offer. With over 15 years of accounting experience, I feel that I would be a great asset to your growing team.

Sincerely,
Peter Parker