

**Robert Smith**

**Accounts Payable Accountant**

[Today’s Date]

[341 Company Address]  
[Company City, State xxxxx]  
[(xxx) xxx-xxxx]  
[hiring.manager@gmail.com]

Dear [Mr./Mrs./Ms.] [Hiring Manager’s Name],

I am submitting this letter in response to the job position for the post of Accounts Payable Accountant in [XXX Company]. With my two years of experience in providing clerical and administrative assistance in [YYY Company], coupled with my commitment to being accurate when it comes to keeping records and invoices, I believe that I would significantly benefit your company.

Being an Accounting Company, [XXX Company] has done a tremendous job of systematically handling important financial tasks. Your practical and coordinated efforts towards marketing, vendor relations, and tax maintenance have garnered appreciation from the Finance community. I believe your company would provide me an ideal platform to hone my skills.

My educational qualifications, along with my work experience at [YYY Company] has contributed greatly to my skills and personal development as an accounting professional.

At my current place of work, I perform the following tasks and duties:

* Reconciling processed work by verifying entries and comparing system reports.
* Reconciling invoices and accounts in a timely uniform manner.
* Research and track discrepancies and irregularities in documentation and statements.
* Maintaining financial documents and records.
* Preparing general ledger postings and statements.

I have a proven track record to do the assigned work in the most accurate and timely manner possible. I have strong organizational and problem-solving skills, which I believe are essential while pursuing a job such as this. I certainly believe that I can be a huge asset to your accounting team.

Thank you for your time and consideration.

Sincerely,

[Your Name]