

**Robert Smith**

**Accounts Payable Lead**

[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],

This letter is regarding my interest in applying for the post of Accounts Payable Lead at [XXX Company]. My four years as an Accounting Controller at [YYY Company] aligns well with the expertise and qualifications you are seeking at your company. I am certain I would make a valuable addition to your company.

[XXX Company] has always been at the forefront of using creative and innovative technology to understand the financial needs of upcoming start-ups. [XXX Company’s] diverse client list is a testimony to the prominence of the company in its goal of exploring and seeking new partnerships.

In my current role as the Accounts Payable Lead at [YYY Company], I perform the following tasks and duties:

* Coordinate with staff members to ensure consistent service.
* Handle payroll functions.
* Directed the workflow of accounts payable staff performing general ledger.
* Assist in the preparation and maintenance of tax statements and documents.
* Provide solutions for accounting discrepancies.
* Generate financial reports for regulatory authority.
* Report and maintain the status of payable accounts.

I have strong interpersonal skills that help me develop a good rapport with clients. Furthermore, I am an organized personal and good at multi-tasking have the required skill set for this job and my experience has prepared me to excel in this role.

Thank you for your time and consideration.

Sincerely,

[Your Name]