

**Robert Smith**

**Accounts Payable Manager**

[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],

In the first place, I want to thank you for posting your Accounts Payable Manager opening in the weekly edition of the Chicago Tribune. On a detailed reading, I feel that I am the best candidate for this role, and my enclosed resume is a solid proof of it.

I am well-acquainted about staff monitoring, training, and supervision as well as developed payment plans for payees and clients. I am thorough and dedicated to financial responsibilities and my advanced Accounting Degree is proof of it.

While my resume provides a detailed picture about my academic qualifications, work experience, job duties, and core skills during my tenure at various capabilities with my previous companies, allow me to showcase some of my talent and strengths that I strongly believe can project how best candidacy I can be for this role that you are seeking for from your potential employee –

* Oversaw payments for expense reports and external supplier invoices.
* Conducted ledger balancing and verified it to coordinate with marketing and purchasing departments.
* Accurately managed account reconciliation tasks, vendor relations, accounting procedures, cost reduction, customer communication system and cash-flow management for the past 7 years at Sterling Financial Services.
* Enforced strict account accuracy and adherence to Accounts Payable policies and procedures.
* Hired and coached employees to meet project goals.
* Managed complex projects from scratch through the finish to reduce cost, and enhance efficiency.
* Increased cash flow by detecting and resolving outstanding billing issues.
* Streamlined operational efficiency and boost usage of accounting software among employees.

Please review my attested resume for more details on my experience in leading accounts payable operations, expertise with Sage Software, A/R, A/P, and Project management, bookkeeping and auditing. Please contact me at your earliest convenience. I look forward to hearing from you soon.

Thank you for your consideration.

Sincerely,

[Your Name]