[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],

Please accept my enclosed application for the position of Accounts Payable Processor at your company. I have one year of experience at an Accounts Payable Processor at [YYY Company] with a proven record in performing comprehensive accounting responsibilities. I believe I can exceed your expectations for this role and can be a useful asset to your company.

[XXX Company] has always been at the forefront of using creative and innovative technology to understand the financial needs of its clients. Its ability to remain well connected to the changing trends and adapt to changing tax laws, accounting software, and financial planning strategies never fails to amaze me. I am certain that I can be significantly beneficial to your company.

I have a Master’s degree in Finance and my studies centered around financial accounting and management. My experience as an Accounts Payable Processor at [YYY Company] helped me understand the procedures and guidelines surrounding the field of accounting.

At my current place of work, I handle the following responsibilities:

* Verify accounts codes and keypunching of vendor invoices.
* Prepare balance sheets, invoices, and income statements.
* Assist the accounting department with research, filing and data entry.
* Perform research on statements provided by suppliers and vendors.
* Work on request for remuneration.

I have strong mathematical, analytical, and verbal communication skills acquired because of my education and experience. I have the required skill set for this job and my experience has prepared me to excel in this role. I believe that your company will provide me with an excellent platform to upgrade my accounting skills and abilities.

Thank you for your time and consideration.

Sincerely,

[Your Name]

 **Phone: (0123)-456-789 | Email: info@qwikresume.com | Website: Qwikresume.com**

**Robert Smith**

**Accounts Payable Processor**