**Robert Smith**

***Contact details***

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**Accounts Payable Specialist**

[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 post of Accounts Payable Specialist at [XXX Company]. I believe that my qualifications and experience make me an ideal candidate for this position.

[XXX Company] is a newly emerging advertising firm. However, it has earned a name for itself in such a short span of time for its unconventionally creative approach and client-centric services. I would be honored to work in such a diverse environment and provide it with my financial insights and accounting skills.

I have ten years of experience working in the accounting business for different industries. My experience ranges from working for small grocery stores to highly demanding consolation firms. I have a knack for intuitively understanding numbers and work in tandem with the company’s income and needs.

At my current workplace, I hold the following responsibilities:

* Managing account payable tasks such as vendor communication, collaborating with suppliers, and maintaining invoices.
* File detailed expense reports on a weekly basis.
* Analyse expenses and look for solutions to cut back costs.
* Communicating with senior accountants and auditors to work on taxes and salary management.
* Dealing with government officials during tax time.
* Perform time-sensitive tasks and organize records effectively to account for every financial transaction.

I take my work ethics very seriously. Confidentiality and working with the financial principles of the firm is my topmost priority. I like working with complex numbers and analyse areas of cost-saving problems. I believe that my experience, skills, and professionalism make me a perfect candidate for the position at your firm.

I am looking forward to hearing from you to discuss my candidacy and qualifications. Thank you for your patience and time.

Sincerely,

[Your Name]



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