**Robert Smith**

**Accounts Receivable Clerk**

**1737 Marshville Road, Alabama, (123)-456-7899, info@qwikresume.com www.qwikresume.com**

[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 want to thank you for posting your Accounts Receivable Clerk opening in last weeks’ newspaper, and I believe that I am the best candidate for this post. My enclosed resume will vouch for that.

As an analytical and dynamic person with a proven history of exceeding targets through performance, and with my 7+ experience I believe I would be able to contribute and impact considerably towards the operational success and best interest of J & J Company. Give me an opportunity, to briefly summarize my core strengths that can bring value to your organization –

* Developing and implementing automated spreadsheets.
* Maintaining and balancing inter-company ledgers and accounts.
* Keeping a detailed record of invoices.
* Maintaining client confidentiality.
* Generating accurate yet timely account reports.
* Ensuring billing operational efficiency.
* Handling invoices, payments, and financial records.
* Responding quickly to customer billing issues and inquiries.
* Handling follow-up calls personally in a professional and courteous manner.
* Maintaining A/R customer files meticulously.

My background experience working with more than two companies proves my abilities in sending invoices, identifying delinquent accounts, and resolving general billing issues. With a very strong base in customer account review and collection, I had been praised and valued by my previous employers for managing more than 70 A/R client accounts, and I strongly hope that this attribute will enable me to meet your expectations from this role.

In addition to my personal qualities and experience, I have a passion for financial services, which can be a valuable addition to your organization. With my solid experience in A/R and collections, along with keen financial acumen, quality customer service and dedication, I am sure that I can leverage to advance in this career and quickly exceed your expectations.

It has always been my goal to work along with a group of people and share my dedication to advancement and growth within the accounting field. I look forward to an opportunity to discuss how I can contribute my assets to J & J Company. I appreciate your taking the time to review my skills, experience, and credentials. Thank you for your consideration.

Sincerely,

[Your Name]