

500 Main Street
West Chester, PA 19380

September 22, 20XX

Ms. Joan Carter
Ajax Communications
122 Cambridge Ave.
Philadelphia, PA 19104

Dear Ms. Carter:

As an Accounts Payable & Receivable Specialist, I offer a proven ability to accurately process invoices, payments, reimbursements, and tax reports. I quickly learn and adapt to software changes and updates and help team members resolve issues and problems they are having with data input and processing. I would like to work for your company to continue to grow my skills and move into a managerial role.

Over the course of my eight-year career, I have handled biweekly accounts payable processing of checks and ACH payments. I have also reconciled payments made to accounts payable software and addressed any discrepancies that arose. As a result of these tasks, I have developed excellent communication skills. My leadership skills have been honed by successfully supervising up to five interns every year.

In my most recent position, I created a spreadsheet that listed bank and routing numbers to expedite processing of expense reports. On a regular basis, I uploaded and reconciled monthly phone bills for approximately 200 branches and 4 operational centers; total billing amounts were coded for various departments and branches as required.

I feel confident I will prove valuable to your company, and I respectfully submit my resume for your review. I would love to meet to discuss your upcoming goals and how I can help you achieve them. I will make myself available at your convenience and look forward to your call. Thank you for your consideration.

Sincerely,

Rammy W. Chester