

Date, 2013

Contact Name
Business Name
Street Address or PO Box
City, State, Zip

Dear Contact Name (or Hiring Manager or HR Department):

Having read your on-line advertisement (WA2240313) for an Accounts Payable Support Specialist, I believe I am qualified for the position and am including my resume for your consideration.

For the past five years, I worked in a transportation environment, and provided accounts payable support to those vendors who my company served, including managing vendor files, scanning and forwarding vendor invoices and tracking vendor setup. In addition, I have a successful record of providing quality customer service to both vendors and clients, and have twice been recognized as "Employee of the Month" for doing so. I am a dedicated individual with excellent communications and organizational skills, and can work independently with little or no supervision. I am proficient in various types of accounting software, such as Quickbooks and SCALA, as well as hands-on experience with Halse Imaging Systems.

With my qualifications, I am confident that (Name of Company) would benefit from having me as part of its accounting team, and I would appreciate an in-person interview to discuss the position more fully. Thank you very much for your review of my credentials, and I hope to hear from you within the next several days.

Sincerely:

Your Signature

Your Name Printed
E-Mail Address
Cell or Home Telephone Number

Enclosure: Resume