Date

Recipient Name

Title

Company

Address  
City, ST ZIP Code

Dear Recipient Name:

I am writing this letter for the purpose of applying for the position of Accounts Payable in (name of the company). As an accounts payable clerk in my previous place of employment i.e. (name of the company), I have an experience of (number of years). My years of experience in this profession are much more than the required conditions mentioned in the advertisement. The advertisement demanded a person to have a minimum of two years of experience to apply for this job. Thus, I think this increased experience would help in making my CV more suitable for the job.

Moreover, this experience of (number of years) gives me confidence in my abilities and skills to perform my role as an Accounts Payable in (name of the company).

During the course of my professional career in (name of the company) I have been responsible for carrying out different tasks. Some of these tasks included ensuring that the vendors make the payments timely and paying the employees after the successful verification of the expense reports submitted by them. I also used to keep records, maintained ledgers and most importantly I used to uphold confidentiality. I am a person with passion for data analysis. Therefore, my passion in addition to my nature of being detail oriented makes me the best suitable candidate for the position of Accounts Payable.

I have received my degree in finance from (name of the university). I selected subjects that included financial reporting, economics, government finance and portfolio management. After completing my bachelors, I did an internship in (name of the company). (name of the company) has a very good reputation in market and it was the sole reason I selected it. I gained a very good exposure of the real world of accounting. After completing my internship, I opted for continuing my studies and therefore, I got admission in (name of the university) to get my master’s degree. My education has made me a very well organized and competent individual. I have developed important skills like time management and decision making.

At the end I would like to thank you for considering my application for the position of Accounts Payable at (name of the university). I am looking forward to work in your company and get know more about your company, its rules and regulations and the responsibilities a person at Accounts Payable position has.

Sincerely,

[Your Name]