Date

Recipient Name

Title

Company

Address  
City, ST ZIP Code

Dear Recipient Name:

I am very happy to write this cover letter for applying for the Accounts payable position in (name of the company). The advertisement in (name of the newspaper) has asked for only those candidates to apply who have experience of a minimum of 3 years. I am happy to report here that I have an experience of 5 years in this profession. Moreover, I was employed in (name of the company) for the past 5 years. (name of the company) is a very reputable company and my experience of working on the position of Accounts payable in this company not only makes my CV better but also makes me the best suitable candidate for the job.

During my job in (name of the company), I was always praised for my work not only by the CEO of the company but also by my colleagues.

I am very organized and detail-oriented by nature. I like to give new innovative solutions for the presented problems and I also like to assist my fellow colleagues in their work. I always had a passion for finance. My responsibilities in (name of the company) included charging expenses to the cost center and reconciliation. I was also responsible for making sure that all the payments are made on time by the vendors.

I got admitted in (name of the institution) for my bachelor’s degree. (name of the institution) is famous for its degree in finance. Fortunately, during my degree, I got to study subjects like business bonds, economics, financial reporting and portfolio management.

I got good professors in my bachelors and they motivated me to get a higher degree. I did my master’s degree from (name of the university). My education and my experience of working as an Accounts Payable in (name of the company) has boosted my confidence in my abilities and skills. They have also made me confident that I am best suited for the position of Accounts Payable in (name of the company).

I would like to thank you for considering my application for the position of Accounts Payable. I have always desired to work in your company thus, I am looking forward to learning more about your company and the rules and regulations the staff of your company must follow. I am also excited to learn more about the responsibilities a person on the post of Accounts Payable has in your company.

Sincerely,

[Your Name]