

# Jordan Smith

January 16, 2026

Acme Corporation

RE: Accounts Receivable Specialist

Dear Hiring Manager,

I am excited to apply for the Accounts Receivable Specialist position at Acme Corporation, which I discovered on your careers page. With a strong background in finance and a proven track record in managing accounts receivable processes, I am confident in my ability to contribute to your team's success.

In my previous role at XYZ Financial Services, I successfully reduced outstanding accounts receivable by 30% within six months by implementing a more efficient invoice tracking system. This initiative not only improved the cash flow of the company but also enhanced client satisfaction by providing timely updates on their account statuses. Additionally, I played a key role in streamlining the month-end closing process, which resulted in a 15% reduction in the time taken to reconcile accounts. My attention to detail and commitment to accuracy have been instrumental in achieving these results, ensuring that financial records are always up-to-date.

I am particularly drawn to this opportunity at Acme Corporation due to your commitment to innovation and excellence in financial management. I am eager to bring my expertise in accounts receivable, customer service, and financial analysis to your organization. I am looking forward to the possibility of discussing how my background, skills, and enthusiasms align with the goals of your team. Thank you for considering my application.

Sincerely,

Jordan Smith