

Jordan A. Thompson

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Acme Corporation
RE: Billing Specialist

Dear Hiring Manager,

I am writing to express my enthusiasm for the Billing Specialist position at Acme Corporation, as advertised on your careers page. With a solid background in accounts receivable and a passion for providing excellent customer service, I am excited about the opportunity to contribute to your team and help streamline your billing processes.

In my previous role at XYZ Solutions, I managed a billing portfolio of over 500 accounts, consistently achieving a 98% on-time payment rate. By implementing a new invoicing system that reduced errors by 30%, I was able to increase overall customer satisfaction. Additionally, I successfully collaborated with multiple departments to resolve billing discrepancies, which reduced the average resolution time from two weeks to just three days. These experiences have equipped me with the skills to handle the high volume and complexity of billing transactions effectively.

I am particularly impressed by Acme Corporation's commitment to innovation and quality service. I am eager to bring my expertise in billing procedures and my proactive approach to problem-solving to your organization. I would welcome the chance to discuss how my background, skills, and enthusiasms align with the goals of your team. Thank you for considering my application; I look forward to the opportunity for further discussion.

Sincerely,

Jordan A. Thompson