

Jordan M. Thompson

January 16, 2026

Acme Corporation

RE: Career Change Accounts Payable Specialist

Dear Hiring Manager,

I am excited to apply for the Career Change Accounts Payable Specialist position at Acme Corporation, which I discovered through your company website. With a solid background in financial management and a keen eye for detail, I am eager to transition my skills into the accounts payable field and contribute to your team's success.

In my previous role as a Financial Analyst at XYZ Enterprises, I successfully streamlined our invoicing process, reducing the processing time by 30% through the implementation of a new software system. This not only improved efficiency but also ensured greater accuracy in our financial reporting. Additionally, I collaborated closely with vendors to resolve discrepancies, which not only enhanced our relationships but also led to a 20% reduction in late fees over a six-month period. My strong analytical skills and ability to adapt quickly to new technologies will allow me to excel in the accounts payable function at Acme Corporation.

I am particularly drawn to this role at Acme Corporation due to your commitment to operational excellence and innovation. I believe that my proactive approach to problem-solving and my passion for financial accuracy align well with your company's goals. I am enthusiastic about the possibility of discussing how my background and skills can contribute to the efficiency and effectiveness of your accounts payable team. Thank you for considering my application; I look forward to the opportunity to speak with you further.

Sincerely,

Jordan M. Thompson