

Jordan Mitchell

January 16, 2026

Acme Corporation

RE: Career Change Accounts Receivable Specialist

Dear Hiring Manager,

I am writing to express my enthusiastic interest in the Career Change Accounts Receivable Specialist position at Acme Corporation, as advertised on LinkedIn. With a strong background in finance and a passion for precision in financial operations, I am excited about the opportunity to contribute my skills to your dynamic team and support the continued success of Acme Corporation.

In my previous role as a Financial Analyst at XYZ Company, I successfully streamlined the invoicing process, resulting in a 30% reduction in processing time and significantly improved cash flow management. By implementing a new tracking system, I was able to identify and resolve discrepancies in accounts more efficiently, leading to a 15% decrease in overdue invoices. Additionally, I spearheaded a team initiative to enhance customer communication regarding payments, which fostered better relationships and increased on-time payments by 20% within the first quarter of implementation.

I am particularly drawn to the position at Acme Corporation due to your commitment to innovation and excellence in financial operations. I am eager to bring my analytical skills and detail-oriented approach to your accounts receivable processes. I am confident that my proactive mindset and results-driven strategies will allow me to make meaningful contributions to your team.

I look forward to the opportunity to discuss how my background and skills align with the needs of Acme Corporation. Thank you for considering my application. I am excited about the possibility of contributing to your esteemed organization and am eager to discuss my potential role in greater detail.

Sincerely,

Jordan Mitchell