

# Jordan Taylor

January 16, 2026

Acme Corporation

RE: Career Change Billing Specialist

Dear Hiring Manager,

I am excited to apply for the Career Change Billing Specialist position at Acme Corporation, as advertised on your company's careers page. With a strong background in finance and customer service, I am eager to leverage my skills in a new direction that aligns with my passion for billing and accounts management.

In my previous role as a Financial Analyst at XYZ Finance, I successfully streamlined the invoicing process, reducing discrepancies by 30% through meticulous attention to detail and implementation of a new tracking system. This not only improved the accuracy of our billing but also enhanced our client relationships by ensuring timely and precise invoicing. Furthermore, my experience as a Customer Service Representative at ABC Corp has equipped me with the communication skills necessary to effectively resolve client billing inquiries and foster customer satisfaction.

I am particularly impressed by Acme Corporation's commitment to innovation in billing solutions and would be thrilled to contribute to such a forward-thinking team. I am confident that my analytical skills combined with a proactive approach to problem-solving will make a positive impact in this role. I am eager to discuss how my background, dedication, and enthusiasm for the billing process can contribute to the success of Acme Corporation.

Thank you for considering my application. I look forward to the opportunity to discuss my candidacy further and how I can be a valuable addition to your team.

Sincerely,

Jordan Taylor