

# Jordan Taylor

January 16, 2026

Acme Corporation

RE: Entry Level Accounts Payable Specialist

Dear Hiring Manager,

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I am writing to express my enthusiasm for the Entry Level Accounts Payable Specialist position at Acme Corporation, which I discovered on your careers page. With a strong foundation in accounting principles and hands-on experience from my recent internship, I am excited about the opportunity to contribute my skills and dedication to your finance team.

During my internship at XYZ Financial Services, I successfully managed vendor invoices, ensuring timely processing and accurate record-keeping. I implemented a new tracking system that reduced invoice discrepancies by 20%, which not only improved operational efficiency but also enhanced vendor relationships. Additionally, I assisted in the reconciliation process of monthly statements, which sharpened my attention to detail and reinforced the importance of accuracy in financial operations. My experience with accounting software such as QuickBooks and Excel has equipped me with the technical skills necessary to excel in this role.

I am particularly drawn to Acme Corporation because of your commitment to innovation and excellence in financial management. I am eager to bring my strong analytical skills and proactive approach to your team. I would appreciate the opportunity to discuss how my background and enthusiasm for accounts payable can align with the goals of Acme Corporation. Thank you for considering my application; I look forward to the possibility of contributing to your organization.

Sincerely,

Jordan Taylor