

Jordan Lee Thompson

January 16, 2026

Acme Corporation

RE: Entry Level Accounts Receivable Specialist

Dear Hiring Manager,

I am excited to apply for the Entry Level Accounts Receivable Specialist position at Acme Corporation, as advertised on your careers page. With a strong foundation in finance and a keen interest in accounts receivable processes, I am eager to contribute my skills to your esteemed team and support Acme Corporation's commitment to excellence in financial management.

During my academic career, I completed an internship at XYZ Financial Services, where I gained hands-on experience in accounts receivable management. I was responsible for maintaining accurate records of customer transactions and ensuring timely collection of outstanding invoices. Through my efforts, I helped reduce the accounts delinquency rate by 15% within three months by implementing a systematic follow-up process that enhanced communication with clients. Additionally, I developed a reconciliation report that improved the efficiency of our month-end closing procedures, reducing discrepancies by 20%.

I am particularly drawn to Acme Corporation's dynamic approach to financial operations and your emphasis on innovation. I am confident that my proactive approach, combined with my attention to detail and ability to work collaboratively, will allow me to contribute positively to your team. I would love the opportunity to discuss how my background, skills, and enthusiasms align with the goals of Acme Corporation. Thank you for considering my application; I look forward to the possibility of contributing to your team.

Sincerely,

Jordan Lee Thompson