

Jordan Taylor

January 16, 2026

Acme Corporation

RE: Entry Level Billing Specialist

Dear Hiring Manager,

I am excited to apply for the Entry Level Billing Specialist position at Acme Corporation, as advertised on LinkedIn. With a strong foundation in finance and a keen interest in billing processes, I am eager to contribute my skills to your team and help streamline billing operations to enhance customer satisfaction.

During my internship at XYZ Financial Services, I successfully reconciled billing discrepancies, which improved our billing accuracy by 25%. I assisted in implementing a new electronic invoicing system that reduced the time taken to process invoices by 40%. My attention to detail and analytical skills allowed me to identify and resolve issues in billing statements swiftly, ensuring a seamless experience for our clients. Additionally, I collaborated with the accounting team to prepare monthly reports, providing insights that led to more informed decision-making.

I am particularly drawn to this opportunity at Acme Corporation because of your commitment to innovation in the billing process and your dedication to customer service. I believe my proactive approach, combined with my strong organizational skills, will be a great match for your team. I am enthusiastic about the chance to learn from experienced professionals and contribute to projects that enhance billing efficiency.

Thank you for considering my application. I am looking forward to the possibility of discussing how my background, skills, and enthusiasm align with the goals of Acme Corporation. I am eager to bring my passion for accuracy and efficiency to the Entry Level Billing Specialist role and support your team in achieving its objectives.

Sincerely,

Jordan Taylor