

Jordan Smith

January 16, 2026

Acme Corporation

RE: Freelance To Full Time Accounts Payable Specialist

Dear Hiring Manager,

I am excited to apply for the Freelance To Full Time Accounts Payable Specialist position at Acme Corporation, as advertised on LinkedIn. With over five years of experience in accounts payable and a proven track record of streamlining processes and improving accuracy, I am eager to bring my expertise to your team and contribute to your financial operations.

In my previous freelance role with XYZ Financial Services, I successfully implemented a new invoice processing system that reduced approval times by 30%, leading to improved vendor relationships and timely payments. Additionally, I managed a portfolio of over 200 vendors, ensuring all transactions were recorded accurately and discrepancies resolved swiftly. My attention to detail and commitment to maintaining accurate financial records resulted in a 98% accuracy rate in reconciliation efforts, which I believe aligns perfectly with the high standards Acme Corporation upholds.

I am particularly drawn to this opportunity at Acme Corporation because of your commitment to innovation and excellence in financial management. I am confident that my proactive approach, along with my ability to adapt to new challenges, will make me a valuable addition to your team. I am looking forward to the possibility of discussing how my background and skills can contribute to the ongoing success of your accounts payable department.

Thank you for considering my application. I hope to discuss my candidacy further and explore how I can support Acme Corporation's goals as a full-time Accounts Payable Specialist.

Sincerely,

Jordan Smith