

Sophia Johnson

January 16, 2026

Acme Corporation

RE: Freelance To Full Time Accounts Receivable Specialist

Dear Hiring Manager,

I am excited to apply for the Freelance To Full Time Accounts Receivable Specialist position at Acme Corporation, which I discovered on LinkedIn. With over five years of experience in accounts receivable and a proven track record of improving collections processes, I am eager to bring my skills to your team and contribute to your financial success.

During my freelance tenure, I successfully managed accounts receivable for multiple clients, where I implemented a new invoicing system that reduced the average days sales outstanding (DSO) from 45 days to just 30 days. This not only improved cash flow for my clients but also enhanced their relationships with customers by providing timely and accurate billing. Additionally, I developed a comprehensive reporting dashboard that allowed my clients to better track outstanding invoices and prioritize collections efforts, resulting in a 25% increase in collections within the first three months of implementation.

I am particularly drawn to Acme Corporation's commitment to innovation in financial processes, and I am eager to leverage my experience in streamlining accounts receivable functions to support your goals. I am confident that my proactive approach and dedication to accuracy will make a significant contribution to your team.

I look forward to the opportunity to discuss how my background and skills align with the needs of Acme Corporation. Thank you for considering my application; I hope to speak with you soon about how I can add value to your organization.

Sincerely,

Sophia Johnson