

Jordan Smith

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Acme Corporation

RE: Internship Accounts Payable Specialist

Dear Hiring Manager,

I am excited to apply for the Internship Accounts Payable Specialist position at Acme Corporation, which I discovered on your company careers page. With a strong academic background in finance and hands-on experience in accounting processes, I am eager to contribute to your esteemed organization and gain valuable insights into the accounts payable function.

During my recent internship at XYZ Financial Services, I successfully assisted in streamlining the invoicing process, reducing processing time by 20%. This involved analyzing current workflows and implementing a new tracking system that enhanced accuracy and accountability among team members. Additionally, I played a key role in reconciling vendor statements, which not only helped maintain strong vendor relationships but also led to a significant reduction in discrepancies. My attention to detail and commitment to precision were instrumental in achieving these results.

I am particularly drawn to Acme Corporation due to its reputation for innovation and excellence in the industry. I am enthusiastic about the opportunity to work alongside experienced professionals and further develop my skills in accounts payable. I am confident that my proactive approach and eagerness to learn will enable me to make a meaningful contribution to your team. I look forward to the possibility of discussing how I can support Acme Corporation's goals.

Thank you for considering my application. I hope to discuss my candidacy further and am excited about the possibility of joining your team as an Accounts Payable Specialist intern.

Sincerely,

Jordan Smith