

# Jordan Avery Smith

January 16, 2026

Acme Corporation

RE: Internship Accounts Receivable Specialist

Dear Hiring Manager,

I am excited to apply for the Internship Accounts Receivable Specialist position at Acme Corporation, which I discovered through my university's career portal. With a strong background in finance and a keen interest in accounts receivable processes, I am eager to contribute my skills to your esteemed team and learn from industry leaders in a dynamic environment.

During my recent internship at XYZ Financial Services, I successfully assisted in the management of the accounts receivable ledger, ensuring timely and accurate invoicing for over 150 client accounts. By implementing a new tracking system for overdue accounts, I helped reduce the average collection period by 15%, demonstrating my ability to improve efficiency and support cash flow management. Additionally, my project work involved conducting detailed analyses of payment patterns, which provided valuable insights to the management team and contributed to strategic decisions around credit risk.

I am particularly impressed with Acme Corporation's commitment to excellence and innovation in financial processes. The opportunity to work alongside experienced professionals who prioritize accuracy and client satisfaction aligns perfectly with my career aspirations. I am confident that my analytical skills and proactive approach would make a meaningful contribution to your team.

I would love the opportunity to discuss how my background and enthusiasm for accounts receivable can benefit Acme Corporation. Thank you for considering my application. I look forward to the possibility of contributing to your team and am excited about the chance to learn more about the impactful work you do.

Sincerely,

Jordan Avery Smith