

# Jordan Taylor

January 16, 2026

Acme Corporation

RE: No Experience Accounts Payable Specialist

Dear Hiring Manager,

I am excited to apply for the No Experience Accounts Payable Specialist position at Acme Corporation, which I discovered on your careers page. With a strong interest in finance and a keen attention to detail, I am eager to contribute to your team and help streamline your accounts payable processes.

While I may not have direct experience in an accounts payable role, I recently completed an internship with XYZ Financial Services, where I developed strong analytical skills and gained hands-on experience with financial software. During my internship, I assisted in reconciling vendor statements, identifying discrepancies, and implementing a tracking system that reduced invoice processing time by 20%. This experience not only honed my ability to work with numbers but also taught me the importance of accuracy in financial transactions.

Additionally, I volunteered for a local nonprofit organization, managing their budget and expense reports. By establishing a systematic approach for tracking expenditures, I helped the organization stay on budget and provided monthly financial summaries that informed strategic decisions. This experience reinforced my ability to maintain meticulous financial records and collaborate effectively with team members.

I am enthusiastic about the opportunity to bring my skills to Acme Corporation and contribute to your accounts payable team. I would love to discuss further how my background and eagerness to learn align with the goals of your department. Thank you for considering my application.

Sincerely,

Jordan Taylor