

Jordan Taylor

January 16, 2026

Acme Corporation

RE: Promotion Accounts Receivable Specialist

Dear Hiring Manager,

I am excited to apply for the Promotion Accounts Receivable Specialist position at Acme Corporation, as advertised on your careers page. With over five years of experience in accounts receivable and a strong track record of enhancing revenue processes, I am eager to contribute my expertise to your dynamic team and support Acme's continued success in the industry.

In my previous role at XYZ Solutions, I successfully implemented a new billing system that reduced invoice processing time by 30% and improved cash flow by streamlining the reconciliation process. Additionally, I led a project to analyze accounts receivable aging reports, which uncovered key trends that allowed us to address overdue balances more effectively. This initiative resulted in a 25% reduction in aging accounts within six months. My ability to communicate cross-departmentally and train team members on these new processes helped foster a culture of continuous improvement, which is essential for the fast-paced environment at Acme Corporation.

I am particularly drawn to this position because of Acme's commitment to innovation in financial solutions and customer satisfaction. I am eager to bring my analytical skills and detail-oriented approach to your team, ensuring that promotion-related receivables are managed efficiently and accurately. I am confident that my proactive mindset and dedication to achieving results will align with Acme's goals and values.

I would love the opportunity to discuss my application further and explore how I can contribute to the success of Acme Corporation as a Promotion Accounts Receivable Specialist. Thank you for considering my application, and I look forward to the possibility of working together.

Sincerely,

Jordan Taylor