

Jordan A. Smith

January 16, 2026

Acme Corporation

RE: Promotion Billing Specialist

Dear Hiring Manager,

I am excited to apply for the Promotion Billing Specialist position at Acme Corporation, as advertised on your careers page. With a solid background in billing processes and a keen eye for detail, I am eager to contribute to your team and support the strategic promotion initiatives that Acme is known for.

In my previous role at XYZ Solutions, I successfully managed the billing for promotional campaigns, ensuring accurate invoicing and timely payment processing. One of my key achievements was implementing a new tracking system that reduced billing discrepancies by 30%, significantly enhancing client satisfaction and streamlining our internal processes. I also collaborated closely with the marketing department to develop promotional offer guidelines that aligned with our billing systems, leading to a 20% increase in promotional uptake over the last financial quarter.

Furthermore, I have experience in analyzing billing data to identify trends and opportunities for improvement. By conducting a thorough review of our promotional billing practices, I discovered that adjusting our discount structures would better align with market demands, resulting in a 15% increase in revenue from promotional campaigns. I am confident that my analytical skills and proactive approach will bring similar results to Acme Corporation.

I am very interested in the opportunity to discuss how my experience and passion for billing can contribute to the success of your promotions team. Thank you for considering my application; I look forward to the possibility of discussing my candidacy further.

Sincerely,

Jordan A. Smith