

Jordan Mitchell

January 16, 2026

Acme Corporation

RE: Relocation Accounts Receivable Specialist

Dear Hiring Manager,

I am excited to apply for the Relocation Accounts Receivable Specialist position at Acme Corporation, which I discovered through your company's careers page. With a strong background in accounts receivable management and a passion for facilitating smooth relocations, I believe I am well-suited to contribute effectively to your team.

In my previous role at Global Movers Inc., I managed a portfolio of over 300 client accounts, ensuring timely invoicing and collections. By implementing a streamlined tracking system, I improved the payment process efficiency by 25%, significantly reducing overdue payments. Additionally, I developed strong relationships with clients, which resulted in a 30% increase in customer satisfaction scores related to billing inquiries. My attention to detail and proactive communication have always been keys to my success in managing accounts effectively.

Moreover, I played a critical role in resolving discrepancies with clients by conducting thorough audits and reconciling accounts. This not only led to a 40% reduction in disputes but also saved the company approximately \$50,000 annually in potential write-offs. My ability to analyze complex financial data and provide clear, actionable insights has consistently contributed to improving the overall accounts receivable function.

I am eager to bring my expertise in accounts receivable and my commitment to exceptional client service to Acme Corporation. I would welcome the opportunity to discuss how my background, skills, and enthusiasms align with the goals of your team. Thank you for considering my application; I look forward to the possibility of contributing to your esteemed company.

Sincerely,

Jordan Mitchell