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Christine Yang



Alexander Pinkerton
Human Resources Manager
3802 Delaware Avenue
San Francisco, CA, 94108
15, March 2019

Dear Alexander Pinkerton,

I am very interested in the open position of accounts payable in your company.

As you can see from the attached CV I'm very organized, responsible business professional with a proven track record of success in providing strong accounting support and office management.

During my time in World Bank Group, I coordinated with various supervisors for approval of the invoices to be paid. Ensured invoices were paid in a timely manner to receive any discounts available. I processed contracts and prepared subcontracts for state paving jobs. Also, I filled in for receptionist and accounts receivable positions when needed vacations or maternity leave.

Furthermore, I have a number of key personal attributes that would benefit your company, e.g. I am a strong work ethic and an exceptionally self-motivated and out of the box thinker.

I would welcome the opportunity of discussing this application further and am available for interview at your convenience. I look forward to hearing from you.

Thank you for your time.

Best Regards,
Christine Yang

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