**Alex Weaver**

**[Street Address] ⬩ New York, NY 55900 ⬩ CELL: 555-555-55555 ⬩ [Email Address]**

**Today’s date**

Mr. Marcus Jensen, Financial Department Managing Director

Company name

Address, City, State, zip

**Re: Position of Accounts Payable Clerk**

Dear Mr. Jensen,

I am writing to express my keen interest in the position of accounts payable clerk that you posted in today’s edition of Notable Numbers and to submit my resume for your perusal.

As you can read in my resume, my 14 years of experience have been fruitful ones, for the A&L Corporation that I worked for and for myself, in terms of the familiarity and knowledge I gained in the real world of accounting.   
Due to relocation plans, I am now looking into opportunities to use my high standards of accounting in the service of a growing company in the northeast.

As the sole employee in the accounts payable division, my duties included:

* Verifying all vendor claims and paying those which accurately represented the true transactions.
* Maintaining records of all vendor payments.
* Discussing any misunderstandings or deliberate over-billing on the part of the vendors.

Other responsibilities ranged from –

* Assisting with the company’s annual budget to calculating benefits and wages of staff.
* In addition, I aided the company in filing its tax return as well as provided assistance to other employees in filing their own tax returns.

I am proficient in Excel and Word, enterprise resource planning, and generally accepted accounting procedures, and am both quick and accurate.

I would be pleased to use my analytic and numeric abilities for the benefit of your company and would welcome the prospect of meeting with your department for an interview.

Please let me know when a convenient time can be scheduled for me to attend an interview.

**Alex Weaver**

**Enclosure: Resume**