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Strong Cover Letter For Use in Corporate America

June 15, 2014

Hiring Manager's Name

Hiring Manager's Mailing Address (which you can find on Google or on their website)

City, State, Zip

Dear First Name (which you can find from LinkedIn – if not, just use Dear Hiring Manager):

In response to the job posting on _____, please consider my resume in your search for an Accounts Payable Specialist at Name of Company. I am interested in your company because

_____. (use a personal experience with the company or find a good reason on the company website in their About section).

(This is just a sample paragraph – feel free to replace it with one of your own) I am accustomed to a fast-paced environment where deadlines are a priority and handling multiple jobs simultaneously is the norm. I enjoy a challenge and work hard to attain my goals. These are my specific accomplishments which are most relevant to your open position (list 4-7 quantifiable accomplishments RELEVANT to their job):

- Processed over \$3 million in supermarket vendor credits for accounts payable invoices.
- Achieved 100% reduction of backlog of outstanding deductions for accounts payable invoices.
- Processed over 2,000 photograph order cash and check payments daily from approximately 5,000 school district accounts.
- Achieved a \$200k savings by identifying and rectifying errors in landlord's year end reconciliations.

I have attached a resume for your review, which outlines my relevant experiences. Should any questions arise regarding the information on my resume, or if you need personal references, please do not hesitate to contact me through the email address or telephone number listed above.

Thank you for your time and consideration. I look forward to hearing from you.

Sincerely,

Name