Sara Ahmed

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Hiring Manager
Example Financial Services
Calgary, AB

Re: Accounts Payable Clerk

Dear Hiring Manager,

I am applying for the Accounts Payable Clerk position at Example Financial Services. I recently moved to Calgary after five years of accounting experience in an international finance department.

In my previous role, I processed vendor invoices, reconciled supplier statements and prepared month-end payable reports. I worked with QuickBooks and Excel daily and have been learning Canadian payroll and GST/HST terminology through a community college course.

My accounting experience is directly relevant to your requirements for invoice processing and accurate record keeping. I am authorized to work in Canada and am ready to contribute to your team.

Thank you for considering my application. I look forward to speaking with you.

Sincerely,

Sara Ahmed