

JIN PARK

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Dear Hiring Manager,

I am writing to express my interest in the Accounts Payable position at ABC Corp. With a Bachelor of Science degree in Accounting and experience as an Accounting Assistant, I am excited about the opportunity to contribute to your team and support your mission of delivering exceptional value and service.

During my time as an Accounting Assistant, I developed a strong proficiency in accounts payable functions, including processing vendor invoices and maintaining accurate financial records. My attention to detail ensures that discrepancies are swiftly identified and resolved, contributing to seamless operations within the department. In addition, my familiarity with accounting software such as QuickBooks and advanced skills in Microsoft Excel equip me to handle complex data management tasks efficiently.

Collaboration is central to my working style; I thrive when working alongside others towards shared goals. At ABC Corp, where teamwork is valued, I look forward to enhancing compliance with company policies while supporting internal teams through effective communication. My analytical mindset allows me not only to tackle challenges head-on but also adapt quickly in fast-paced environments—making me a reliable asset for your organization.

I admire ABC Corp's commitment to integrity and innovation within financial management services. As someone who shares these values, I am eager for the chance to contribute positively while growing both personally and professionally within such a dynamic environment.

Thank you for considering my application. I look forward to the possibility of discussing how my background can align with the needs of your team at ABC Corp.

Sincerely,

Jin Park