(123) 456-7890

c.barlowe@email.com

Pittsburgh, PA

[LinkedIn](http://linkedin.com)

**Dear Mr. Lopez:**

While completing my Associate’s degree in accounting, I felt a powerful draw toward data entry, so I knew that I wanted to pursue the entry-level accounts payable clerk role at Noramtec Consultants. I believe that my analytical personality and organizational abilities would be an asset towards assisting your finance and operations department with your AR/AP processes. Furthermore, I would love to bolster Noramtec Consultants by using my strengths in office management and effective communication to build lasting relationships and assist your clients with their accounts.

During my early days as a call center representative at Cubesmart, I thrived in their collaborative environment and learned to update and maintain detailed call logs and reports. Alongside exceeding call center standards 97% of the time, I coordinated with my teammates to better tackle real estate claims, reducing average problem resolution times to just 7 minutes. All in all, I earned 96% positive customer reviews by actively listening and providing timely quality service.

Using my information logging experience and interpersonal skills, I gained a data entry position at Encompass Healthcare, where my aptitude for precision became more crucial than ever. I went beyond patient data entry to use MS Excel to validate lab results and interpret data to streamline optimal training and coding procedures. I also utilized my detail-oriented account management skills to correct discrepancies in 7 internal and external departments while updating patient data, culling outdated files by 75%.

My drive to optimize data entry and invoice processing would make me a top choice as your accounts payable clerk for Noramtec Consultants. Please feel free to reach out for more information on how my abilities can help Noramtec continue to match excellent candidates to top employers.

Thank you very much for your time,

**Charlie Barlowe**

**February 27, 2023**

*Entry-level Accounts Payable Clerk*

**CHARLIE BARLOWE**

**Alejandro Lopez**

Noramtec Consultants Hiring Manager

85 Vermont St

King Of Prussia, PA 19406

**TO**

**ENCLOSURES**

Resume; Application; Letter of Recommendation