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George Leutner
Rookieplay
6121 Sunset Blvd
Los Angeles, CA 90028

Dear Mr. Leutner,

I'm very excited to be considered for the role of Accounts Payable Specialist. I believe I possess the necessary skills and experience you are seeking and would make a valuable addition to your company.

As my resume indicates, I possess more than 26 years of progressive experience in the software industry. My professional history includes many positions with Harris Computer Systems. During this time, I implemented, supported and sold ERP applications, specializing in the Finance Suite. I have extensive experience with the accounts payable processes. In addition to this, not indicated on my resume, my first position out of college was as an Accounts Payable Specialist for Intrav.

I am a dedicated professional with over 22 years' experience working from home, so I know what it takes to stay organized and efficient. I am looking for a new career that allows me to use my skills in Finance/Accounting, as well as my outstanding organization and time management skills.

I look forward to speaking with you further regarding the Accounts Payable Specialist position.

Warm Regards,
Carol Oberlohr