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| **JOSUÉ M. ADORNO** | 674 Magnolia Road, Vineland, NJ 08360  856.305.9258 ▪ jadorn4@hotmail.com |

May 29, 2015

Dear Hiring Manager:

I am pleased to apply to the Staff Accountant position listed on your website. As an experienced Accounts Payable Coordinator with an education in Business Management and Accounting as well as a passion for growth, I feel that I would excel in the position of Staff Accountant at Robert Michael Communications, Inc.

In my current accounting position, I serve as the Accounts Payable Coordinator at Sheraton Atlantic City Convention Center Hotel. In that capacity, I support the Accounting/Finance department in meeting monthly deadlines and navigating budgetary restrictions. I am responsible for ensuring that proper approvals and documentation are obtained for all hotel invoices. I regularly process and match invoices and reconcile vendor accounts for discrepancies. In addition, I manage weekly check runs in order to ensure timely payment of vendor invoices according to vendor terms and hotel’s cash availability.

I am confident that my background in accounting and business management would be beneficial to your organization. As a supporting member of your team, I would draw on my experiences in accounting to represent this thriving organization.

Please find my resume attached. Thank you for your time and consideration, and I look forward to hearing from you.

Sincerely,

Josué M. Adorno