

# Natalia Cortez

☎ (708) 555-1234 ✉ natalia.cortez@email.com 💻 linkedin.com/in/nataliacortez 📍 1234 Elm St, Oak Park, IL 60302

JULY 28, 2026

Hiring Manager  
Greenwood Finance  
Hampshire, IL

Dear Hiring Manager,

I am excited to apply for the Accounts Payable Associate position at Greenwood Finance. Given my background and skills, I'm confident in my ability to contribute positively and significantly.

This position seems great for someone like me, who thrives in environments buzzing with activity and demands swift decisions. My four years of experience with vendor invoices, working in rapid-paced accounts payable roles, has shaped my capability to resolve issues promptly.

At Blue Sky Distribution, I played a pivotal role by establishing a tracking system that improved invoice processing times by 20%. Working closely with teams across various departments enabled me to nurture relationships and ensure accurate payments.

Moreover, I have developed the knack for solving discrepancies adeptly. I've communicated with vendors regularly, cultivating trust while resolving issues swiftly. Adapting to new technologies to streamline processes has also been a frequent necessity.

On a personal note, I sometimes struggle with time management in hectic weeks. Nevertheless, I believe that every challenge fosters resilience, and I have become more adept over time. For me, fostering growth remains my priority.

Looking forward to discussing this opportunity further.

Thanks,

*Natalia Cortez*

**Natalia Cortez**