

Malachi Randall

☎ (217) 555-1234

✉ malachi.randall@email.com

🌐 <https://linkedin.com/in/malachi-randall>

📍 123 Maple St, Springfield, IL 62704

JULY 28, 2026

Hiring Manager
FinaServe Solutions
Berwyn, IL

Dear Hiring Manager,

I am thrilled to apply for the Accounts Receivable Junior Accountant role at FinaServe Solutions. This position aligns perfectly with my skills and passion for financial services, showing how much value I can bring.

In my current position, I manage day-to-day AR operations, collaborating closely with clients and internal teams. My attention to detail helps to resolve customer deductions efficiently. This aligns smoothly with your mission to support timely and accurate cash application.

I remember a time when I led a project that reduced reconciliation timelines significantly. By working alongside colleagues, we implemented process improvements that streamlined workflows. We managed to cut reconciliation times by 20%, which I took great pride in.

My experience includes strong Excel and ERP system skills, essential for generating accurate AR reports. I enjoy assisting in month-end closes as it sharpens my problem-solving skills. In addition, my academic background strengthens my understanding of GAAP compliance.

I'm eager to join a firm like yours, known for providing top-notch financial services. Your emphasis on team collaboration resonates deeply with my professional philosophy.

Best regards,

Malachi Randall,

Malachi Randall

Malachi Randall