

Tamra Encabo

Accounts Receivable Clerk

Bessie Scheuermann,

I am thrilled to apply for the Accounts Receivable Clerk position at Robert Half. The opportunity to contribute to a company renowned for its commitment to excellence and innovation in financial services is incredibly exciting. My background at Randstad, where I honed my skills over five years, has prepared me well for this role.

Some key achievements from my previous roles include:

- Spearheaded a project at Randstad that improved invoice processing speed by **30%**, enhancing cash flow significantly.
- Collaborated with a cross-functional team to reduce outstanding receivables by **\$200,000** within six months.
- Developed a new reporting system that increased accuracy by **25%**, leading to more informed decision-making.

My expertise extends beyond these achievements. I am certified in QuickBooks and Excel, and my strong analytical skills have consistently contributed to process improvements and cost savings.

Additional qualifications include:

- **Certified Accounting Technician** (CAT), enhancing my technical proficiency.
- Awarded “Employee of the Month” for outstanding performance and dedication.
- Active member of the Finance Professional Network, fostering industry connections and continuous learning.

Joining Robert Half aligns perfectly with my professional goals. I am particularly drawn to your emphasis on integrity and innovation, values that resonate deeply with me. Your recent initiatives in streamlining financial operations are inspiring, and I am eager to contribute to such forward-thinking projects.

I am enthusiastic about the prospect of bringing my skills and experience to Robert Half and look forward to the possibility of discussing this opportunity further. Thank you for considering my application.

To

Bessie Scheuermann
Robert Half
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From

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