

[Your Name]
[Your Address]
[City, State, Zip Code]
[Your Email Address]
[Your Phone Number]
[Date]
[Hiring Manager's Name]
[Company Name]
[Company Address]
[City, State, Zip Code]

Dear [Hiring Manager's Name],

I am writing to express my interest in the [Job Title] position listed on [where you found the job posting] at [Company Name]. With my experience in accounting and knowledge of QuickBooks, I am confident in my ability to contribute to your team.

In my previous role at [Previous Company Name], I successfully managed [specific responsibilities or achievements related to QuickBooks]. My skills in [specific skills related to the job] have equipped me with the ability to handle [specific tasks]. I am particularly drawn to this position at [Company Name] because [reason related to the company's values or mission].

I am looking forward to the opportunity to discuss how my background, skills, and enthusiasms align with the needs of your team. Thank you for considering my application. I hope to hear from you soon to schedule an interview.

Sincerely,
[Your Name]