

Subject Line: Accounting Job Application

Dear Hiring Manager,

My name is Monica Moore, and I am writing to express my interest in the accounting position at ABC, Inc. I came across the job posting on your website, and I am excited to submit my application for consideration.

I will be a great fit for this position because I am skilled in various word-processing software and accounting software. I also have great communication skills. My resume includes more details of my skills and education, which I have attached to this email.

Thank you for taking the time to review my application. I look forward to the opportunity to discuss my qualifications further.

Best regards,

Monica Moore

Tel: +1-123-456-7890

Controlling idea: The email expresses Monica's interest in the accounting position at ABC, Inc, and highlights her skills and qualifications that make her a great fit for the job.

Conclusion: Thank you for taking the time to review my application. I look forward to the opportunity to discuss my qualifications further.