DateHope A. SuccessAccount ManagerAccounting SolutionsVerona, WI 53701Dear Mr. Brown:I just wanted to take a moment and express my thanks for your time and consideration for the administrative assistant position at Accounting Solutions. This position is a perfect match for my skills and experience. The creative approach to account management that you described confirmed my desire to work be a part of your organization.In addition to my enthusiasm for the job my strengths in written and oral communication, technology skills, phone skills, and organizational abilities will contribute to the success of the organization.Again I wanted to express my gratitude for your time and for considering me. I would love to be a part of your team and feel I will be a valuable contributor. Look forward to your response soon regarding your decision.Sincerely,(Your Signature)Hope A. Successemail\_address@gmail.com1230 Oak StreetMadison, WI 53702(555) 555-5555