

[Your Full Name]

[Your Phone Number]

[Your Email Address]

[Your LinkedIn Profile/Portfolio URL]

[Date]

[Hiring Manager Name]

[Company Name]

[Company Address]

Dear [Hiring Manager Name/"Hiring Team"],

I am writing to express my interest in the **Junior Account Management Internship** at [Company Name]. As a [Your Year/Level] student specializing in [Major/Relevant Field] at [University Name], I have developed a strong foundation in relationship building and project coordination that I am eager to apply to your client services team.

During my [Previous Internship or Relevant Experience], I gained hands-on experience in [Key Skill: e.g., CRM management, market research, or client communication]. Specifically, I successfully [Quantifiable Achievement: e.g., assisted in managing a portfolio of 10 clients or increased engagement by X%]. This experience taught me the importance of proactive communication and detail-oriented organization in maintaining long-term business partnerships.

I am particularly drawn to [Company Name] because of your [Specific Project, Value, or Client Success Story]. I am confident that my ability to [Relevant Hard Skill: e.g., analyze data or present ideas] and my passion for client satisfaction will make me a valuable asset to your account management team this [Season/Year].

Thank you for your time and consideration. I look forward to the possibility of discussing how my background aligns with the goals of [Company Name].

Sincerely,

[Your Name]