

[Your Full Name]
[Your Address]
[Phone Number]
[Email Address]
[LinkedIn Profile URL]

[Date]

[Hiring Manager Name]
[Title]
[Advertising Agency Name]
[Agency Address]

Dear [Hiring Manager Name],

I am writing to express my enthusiastic interest in the Junior Account Manager position at [Agency Name], as advertised on [Platform]. As a highly organized professional with a background in [Your Field/Degree] and a passion for strategic brand growth, I am eager to contribute to the high-caliber campaigns your team produces for clients like [Client Name or Industry].

During my previous experience at [Previous Company/Internship], I developed a strong foundation in managing client expectations and coordinating cross-functional teams. I successfully assisted in [mention a specific achievement, e.g., managing a \$XX budget or overseeing the timeline for a digital campaign], ensuring all deliverables were met on schedule and within scope. I pride myself on my ability to translate complex client needs into actionable creative briefs that inspire design and copy teams.

What draws me to [Agency Name] specifically is your recent work on [Specific Campaign or Brand]. My ability to multitask in fast-paced environments, combined with my proficiency in [Software/Tools like Asana, Salesforce, or Google Analytics], aligns with the requirements of this role. I am particularly skilled at maintaining clear communication channels between stakeholders to ensure project transparency and client satisfaction.

I am eager to bring my proactive attitude and dedication to account excellence to your team. Thank you for your time and consideration. I look forward to the possibility of discussing how my skills can support the continued success of [Agency Name]'s client portfolio.

Sincerely,

[Your Signature (if sending by mail)]
[Your Typed Name]