

[FULL NAME]

[PHONE NUMBER]

[EMAIL ADDRESS]

[PORTFOLIO LINK/LINKEDIN]

[Date]

[Hiring Manager Name]

[Agency Name]

[Agency Address]

Dear [Hiring Manager Name/Team],

As a detail-oriented professional with a passion for bridging the gap between creative vision and strategic execution, I am writing to express my interest in the **Junior Account Manager** position at [Agency Name]. Having followed your recent work on [Specific Campaign or Client], I am eager to bring my project coordination skills and client-first mindset to your account management team.

In my previous experience at [Previous Company/Internship], I developed a strong foundation in managing multi-channel creative workflows. I successfully assisted in the delivery of [Type of Project], ensuring that client feedback was accurately translated into actionable briefs for the design and copy teams. My ability to balance tight deadlines with the nuances of brand identity helped achieve a [Metric/Result] for our key accounts.

What excites me most about [Agency Name] is your reputation for [Agency Value, e.g., disruptive storytelling/data-driven design]. I thrive in high-energy environments where clear communication and organized timelines are essential to creative success. I am confident that my proficiency in [Software/Tools, e.g., Asana, Slack, HubSpot] and my dedication to building strong client relationships will allow me to contribute immediately to your team's productivity.

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

Best regards,

[Your Name]