

[Your Full Name]

[Your Address]

[Your Phone Number]

[Your Email]

[Your LinkedIn Profile URL]

[Date]

[Hiring Manager Name]

[Title]

[Company Name]

[Company Address]

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

I am writing to express my enthusiastic interest in the Junior Account Manager position at [Company Name], as advertised on [Platform Name]. As a recent graduate with a background in [Major/Field] and a strong foundation in client relations, I am eager to contribute to your team's success in managing and growing client partnerships.

During my time at [Previous Internship or University Project], I developed key skills essential for account management, including effective communication, strategic problem-solving, and CRM software proficiency. I successfully [mention a specific achievement, e.g., assisted in increasing a client retention rate by X% or managed a portfolio of X number of student projects]. These experiences have taught me how to balance client needs with organizational goals while maintaining a high level of professional service.

I am particularly drawn to [Company Name] because of your reputation for [mention a specific company value or recent achievement]. I am confident that my proactive approach, ability to multitask in fast-paced environments, and commitment to building long-term client loyalty make me an excellent fit for this entry-level role.

Thank you for your time and for considering my application. I look forward to the possibility of discussing how my skills and energy can benefit the [Department Name] team at [Company Name].

Sincerely,

[Your Signature (if sending by mail)]

[Your Printed Name]