

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

[Date]

[Hiring Manager Name]
[Title]
[Company Name]
[Company Address]

Dear [Hiring Manager Name],

I am writing to express my interest in the Junior Key Account Manager position at [Company Name], as advertised on [Platform where you saw the ad]. With a strong background in [Your Background/Major] and a proven ability to [Key Skill, e.g., build client relationships or analyze sales data], I am eager to contribute to the growth and retention of your organization's strategic accounts.

During my previous experience as [Previous Role or Internship] at [Previous Company], I successfully [Action/Achievement, e.g., supported the management of a \$500k portfolio]. This experience allowed me to develop essential skills in [Skill 1, e.g., consultative selling], [Skill 2, e.g., CRM management], and [Skill 3, e.g., cross-functional collaboration]. I am particularly proud of [Specific Quantitative Achievement, e.g., increasing client engagement scores by 15%].

I am drawn to [Company Name] because of your reputation for [Reason why you like the company, e.g., innovation in the tech sector]. As a Junior Key Account Manager, I am committed to acting as a trusted advisor to your clients, identifying opportunities for upselling, and ensuring long-term satisfaction through proactive communication.

I look forward to the possibility of discussing how my dedication and results-oriented mindset can benefit [Company Name]. Thank you for your time and consideration.

Sincerely,

[Your Signature - if sending by mail]
[Your Typed Name]