

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

[Date]

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

Dear [Hiring Manager Name],
I am writing to express my enthusiastic interest in the Junior Public Relations Account Manager position at [Company Name], as advertised on [Platform]. With a solid foundation in media relations, strategic storytelling, and client support, I am eager to contribute to the innovative campaigns your team develops for [Specific Industry/Client Type].

In my previous role as a [Previous Job Title/Intern], I successfully supported the management of [Number] accounts, resulting in [Specific Achievement, e.g., a 20% increase in earned media coverage]. I have developed a keen ability to draft compelling press releases, pitch to diverse media outlets, and maintain detailed reporting for high-stakes clients. My experience with tools such as [Mention Tools like Cision, Muck Rack, or Canva] allows me to hit the ground running and provide immediate value to your account teams.

What draws me to [Company Name] is your reputation for [Mention a Specific Campaign or Company Value]. I am particularly impressed by how you handled the [Specific PR Event/Project] and would welcome the opportunity to bring my detail-oriented approach and passion for brand building to your upcoming projects. I am confident that my blend of creative communication skills and organizational rigor makes me an ideal fit for this junior leadership role.

Thank you for your time and consideration. I look forward to the possibility of discussing how my background in media strategy and client relations can help [Company Name] continue to deliver exceptional results for your clients.

Sincerely,

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