

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

[Date]

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

Re: Junior Retail Account Manager - [Job Reference Number, if applicable]

Dear [Hiring Manager Name],

I am writing to express my enthusiastic interest in the Junior Retail Account Manager position at [Company Name]. Having followed [Company Name]'s growth in the [Specific Industry/Sector] market, I am eager to contribute my skills in relationship management, sales analysis, and retail operations to your dedicated team.

In my previous role as [Current/Previous Job Title] at [Previous Company], I developed a strong foundation in maintaining client satisfaction and driving brand presence. Key highlights of my background include:

- [Key Achievement 1: e.g., Increasing sell-through rates by X% for a specific category].
- [Key Achievement 2: e.g., Supporting the management of X number of retail accounts].
- [Key Achievement 3: e.g., Utilizing CRM software and data analytics to track performance trends].

I am particularly drawn to this role at [Company Name] because of your reputation for [mention a specific company value or recent achievement]. I am confident that my proactive approach to problem-solving and my ability to identify expansion opportunities within existing accounts will make me an asset to your sales department.

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

Sincerely,

[Your Signature]  
[Your Printed Name]