

[Your Full Name]

[Your Phone Number] | [Your Email Address]

[Your LinkedIn Profile URL] | [Your Address/City, State]

[Date]

[Hiring Manager's Name]

[Company Name]

[Company Address]

RE: Junior Environmental Audit Consultant - [Job Reference Number, if applicable]

Dear [Hiring Manager Name],

I am writing to express my strong interest in the Junior Environmental Audit Consultant position at [Company Name], as advertised on [Platform]. With a [Degree Title] in [Environmental Science/Engineering/Relevant Field] and a foundational understanding of ISO 14001 standards and regulatory compliance, I am eager to contribute to your consultancy's reputation for excellence in environmental stewardship.

During my [academic career/internship at Name of Company], I developed core competencies essential for environmental auditing, including [Specific Skill 1, e.g., data collection and analysis], [Specific Skill 2, e.g., site assessment protocols], and [Specific Skill 3, e.g., technical report writing]. My background has equipped me with the ability to interpret complex environmental regulations and translate field observations into actionable compliance recommendations.

Key highlights of my qualifications include:

- **Technical Proficiency:** Hands-on experience with [mention software or tools, e.g., GIS, emissions modeling, or specific audit software].
- **Regulatory Knowledge:** Deep understanding of [mention specific laws, e.g., EPA guidelines, CEQA, or local environmental acts].
- **Detail Orientation:** Proven ability to manage large datasets and ensure accuracy in [mention a project, e.g., a baseline impact study].

I am particularly drawn to [Company Name] because of your recent work on [mention a specific company project or value]. I am eager to bring my analytical mindset and commitment to sustainability to your team. I am confident that my proactive approach and willingness to learn will allow me to provide immediate support to your senior consultants and clients.

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

Sincerely,

[Your Signature]

[Your Printed Name]