

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

[Date]

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

Dear [Hiring Manager Name],

I am writing to express my interest in the **Junior Environmental Planning Consultant** position at [Company Name], as advertised on [Platform/Source]. With a background in [Your Degree, e.g., Environmental Science/Urban Planning] and a strong commitment to sustainable development, I am eager to contribute to your team's impactful projects.

During my [Academic Career/Internship] at [University/Previous Company], I developed proficiency in [Specific Skill, e.g., GIS mapping, CEQA/NEPA documentation, or site assessments]. I have successfully assisted in [mention a specific task, e.g., drafting environmental impact reports or analyzing zoning regulations], which has prepared me to provide high-quality technical support for your consultancy's diverse client base.

I am particularly drawn to [Company Name] because of your recent work on [Specific Project or Company Value]. I am confident that my analytical skills, attention to regulatory detail, and ability to collaborate with multidisciplinary teams will allow me to integrate seamlessly into your planning department.

Thank you for your time and for considering my application. I look forward to the possibility of discussing how my skills align with the needs of your environmental planning team.

Sincerely,

[Your Name]