

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

[Date]

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

Dear [Hiring Manager Name],

Re: Junior Sustainability Consultant Application

I am writing to express my strong interest in the Junior Sustainability Consultant position at [Company Name]. As a [Degree Title] graduate from [University Name] with a specialized focus on [Specific Area, e.g., Carbon Accounting, ESG Reporting, or Circular Economy], I am eager to apply my technical knowledge and analytical skills to help your clients achieve their environmental and social governance goals.

During my academic career/internship at [Previous Organization], I developed a solid foundation in [Key Skill 1, e.g., Life Cycle Assessment] and [Key Skill 2, e.g., GHG Protocol standards]. I successfully [Brief description of a relevant achievement, e.g., assisted in a sustainability audit or analyzed energy consumption data], which resulted in [Quantifiable result or key takeaway]. I am particularly drawn to [Company Name] because of your recent work on [Specific Project or Company Value], and I am confident that my ability to interpret complex data into actionable insights will contribute to your team's success.

Furthermore, I possess strong proficiency in [Software/Tools, e.g., Excel, ArcGIS, or specific ESG platforms] and have refined my communication skills through [Experience, e.g., presenting reports to stakeholders]. I am a proactive problem-solver committed to staying current with evolving global climate regulations and sustainability frameworks such as [e.g., GRI, SASB, or TCFD].

I welcome the opportunity to discuss how my academic background and passion for sustainable development align with the objectives of [Company Name]. Thank you for your time and consideration.

Sincerely,

[Your Name]