

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Your Email Address]  
[Your Phone Number]  
[Date]  
[Employer's Name]  
[Company's Name]  
[Company's Address]  
[City, State, Zip Code]

Dear [Employer's Name],

I am writing to express my interest in the Junior [Job Title] position at [Company's Name], as advertised on [where you found the job listing].

With my educational background in [Your Degree/Field of Study] and relevant experience in [related experience, internships, or projects], I am eager to contribute to your team and grow within your organization. During my time at [University/Previous Employer], I developed skills in [specific skills or tools relevant to the job], which I believe align well with the requirements of the Junior [Job Title] role. I am particularly drawn to this position at [Company's Name] because [reason specific to the company or role, such as values, projects, or goals that resonate with you].

I am confident that my [soft skills or attributes, e.g., strong communication, problem-solving abilities] will allow me to effectively collaborate with [specify team or department if relevant] and contribute positively to achieving [specific goals or projects mentioned by the employer].

I am excited about the opportunity to bring my [skills/attributes] to [Company's Name] and learn from your talented team. I look forward to the possibility of discussing how I can be an asset to your organization.

Thank you for considering my application.

Sincerely,  
[Your Name]