

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

Dear [Hiring Manager's Name],

I am writing to express my interest in the Junior Staff position at [Company's Name] as advertised [where you found the job listing]. With my background in [your field or area of study], along with my enthusiasm for [specific aspects of the industry or company], I am excited about the opportunity to contribute to your team.

I recently graduated from [Your University or School] with a degree in [Your Degree]. During my studies, I [mention any relevant experiences such as internships, projects, or work experience]. This experience has equipped me with [specific skills or knowledge] that I believe would be advantageous to your team.

I am particularly drawn to this position at [Company's Name] due to [something specific about the company or its values]. I am eager to bring my skills in [mention relevant skills or software] and my ability to [mention relevant abilities] to your esteemed organization.

I am looking forward to the possibility of discussing how I can contribute to [Company's Name] as a Junior Staff member. Thank you for considering my application. I hope to hear from you soon.

Sincerely,
[Your Name]