

**[Your Full Name]**  
[Phone Number]  
[Email Address]  
[LinkedIn Profile URL]  
[City, State, Zip Code]

[Date]

[Hiring Manager Name]  
[Company Name]  
[Company Address]  
[City, State, Zip Code]

Dear [Hiring Manager Name/HR Director],

I am writing to express my enthusiastic interest in the **Entry Level HR Generalist** position at [Company Name], as advertised on [Platform/Job Board]. As a recent graduate with a degree in [Your Degree, e.g., Human Resources Management/Psychology] and a strong foundation in [Specific Skill, e.g., employee relations or recruitment], I am eager to contribute to your team's organizational success.

During my [Internship/Academic Project] at [Organization Name], I developed a comprehensive understanding of core HR functions, including [Key Skill 1], [Key Skill 2], and [Key Skill 3]. I am particularly skilled at navigating [Specific HRIS Software or Tool] and possess a keen eye for detail when managing personnel documentation and compliance requirements. My background has prepared me to handle sensitive employee information with the utmost confidentiality and professionalism.

I am drawn to [Company Name] because of your reputation for [mention a specific company value or recent achievement]. I am confident that my proactive approach to problem-solving and my commitment to fostering a positive workplace culture make me an excellent fit for this role.

Thank you for your time and consideration. I look forward to the possibility of discussing how my educational background and passion for human resources can benefit [Company Name].

Sincerely,

[Your Signature (if sending via mail)]  
**[Your Typed Name]**