

*[Your Full Name]*

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*[Your Address]*

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*[Your Phone Number]*

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*[Your Email]*

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*[Date]*

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*[Hiring Manager Name]*

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*[Company Name]*

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*[Company Address]*

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Dear *[Hiring Manager Name]*,

I am writing to express my interest in the *[Job Title]* position at *[Company Name]*. I was recently speaking with *[Referral Name]*, *[Referral's Job Title]* at your company, who suggested that my background in *[Your Degree/Field]* and my interest in Human Resources would make me a strong fit for your team.

As a recent graduate with a focus on *[Specific HR Interest, e.g., Employee Relations or Recruitment]*, I have developed foundational skills in *[Skill 1]* and *[Skill 2]*. During my *[Internship/Academic Project]*, I successfully managed *[Specific Achievement]*, which allowed me to hone my organizational and communication abilities within a professional HR context.

I have long admired *[Company Name]* for its *[Specific Company Value or Initiative]*. I am eager to bring my detail-oriented approach and passion for fostering positive workplace cultures to your HR department. I am confident that my academic background and my drive to excel in an entry-level role will allow me to contribute effectively to your administrative and people operations.

Thank you for your time and for considering my application. I have attached my resume for your review and look forward to the possibility of discussing how I can support the HR goals of *[Company Name]*.

Sincerely,

*[Your Signature]*

*[Your Printed Name]*