

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

[Date]

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

Dear [Hiring Manager Name or "HR Hiring Team"],

I am writing to express my enthusiastic interest in the [Job Title] position at [Company Name], as advertised on [Platform]. Transitioning from a successful career in [Current/Previous Industry], I am eager to leverage my transferable skills in [Skill 1] and [Skill 2] to support your human resources department and contribute to your team's success.

Throughout my previous experience in [Previous Field], I developed a strong foundation in [Specific Transferable Skill, e.g., confidential data management, conflict resolution, or administrative organization]. I successfully [Mention a specific achievement that relates to HR duties, such as improving a process or coordinating a large group]. These experiences have prepared me to handle the high-volume administrative tasks and sensitive employee relations inherent in an HR Assistant role.

My commitment to transitioning into HR is further evidenced by [Mention any relevant certifications, coursework, or self-study, e.g., "my pursuit of a PHR certification" or "recent completion of HR Management coursework"]. I am particularly drawn to [Company Name] because of your reputation for [Mention a specific company value or initiative], and I am confident that my background in [Previous Industry] provides me with a unique perspective on [Aspect of HR, e.g., employee engagement or workplace efficiency].

I am eager to bring my disciplined work ethic and adaptability to your team. I have enclosed my resume for your review and welcome the opportunity to discuss how my diverse professional background can benefit [Company Name] during an interview.

Thank you for your time and consideration.

Sincerely,

[Your Signature (if sending by mail)]  
[Your Printed Name]