

[Your Full Name]
[Your Address]
[Phone Number]
[Email Address]

[Date]

[Hiring Manager Name]
[Title]
[Company Name]
[Company Address]

Dear [Hiring Manager Name/Human Resources Team],

I am writing to express my enthusiastic interest in the Human Resources Assistant position at [Company Name], as advertised on [Platform/Source]. As a recent graduate with a [Degree Name] and a strong foundation in [Specific Skill, e.g., Administrative Support or Employment Law], I am eager to contribute to your HR department's efficiency and organizational goals.

During my time at [Previous University/Internship], I developed a keen eye for detail and a commitment to maintaining high levels of confidentiality. I have gained practical experience in [List 2-3 skills, e.g., maintaining employee records, coordinating interview schedules, and assisting with the onboarding process]. I am proficient in [Software/HRIS Tools] and pride myself on my ability to communicate effectively with diverse teams.

I am particularly drawn to [Company Name] because of your reputation for [Specific Company Value or Recent Achievement]. I am confident that my proactive approach and dedication to professional growth make me an ideal candidate for this entry-level role.

Thank you for your time and consideration. I look forward to the possibility of discussing how my background and skills can support the Human Resources team at [Company Name].

Sincerely,

[Your Signature]

[Your Printed Name]