

[Your Full Name]

[Your Phone Number]

[Your Email Address]

[Your LinkedIn Profile URL]

[Your Address]

[Date]

[Hiring Manager Name]

[Job Title]

[Company Name]

[Company Address]

Dear [Hiring Manager Name/"Hiring Team"],

I am writing to express my enthusiastic interest in the **HR Assistant** position at [Company Name], as advertised on [Platform/Website]. As a recent [Degree Name] graduate with a strong foundational understanding of [Specific HR Field, e.g., Recruitment/Compliance], I am eager to contribute to your human resources department.

During my [Academic Career/Internship/Previous Role], I developed a keen eye for detail and strong organizational skills. I successfully [Mention a specific achievement or task, e.g., managed confidential records or assisted in onboarding processes]. These experiences have equipped me with the ability to handle sensitive information with discretion and provide exceptional administrative support in a fast-paced environment.

I am particularly drawn to [Company Name] because of your commitment to [Company Value/Mission]. I am confident that my proficiency in [Specific Software, e.g., MS Excel/HRIS] and my passion for fostering a positive workplace culture will make me a valuable asset to your team.

Thank you for your time and consideration. I look forward to the possibility of discussing how my skills and background align with the needs of [Company Name].

Sincerely,

[Your Name]