

**[Your Full Name]**  
[Phone Number]  
[Email Address]  
[LinkedIn Profile Link]

[Date]

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

Dear [Hiring Manager Name],

I am writing to express my enthusiastic interest in the **HR Recruitment Assistant** position at [Company Name], as advertised on [Platform/Job Board]. As a [Degree Title] graduate with a strong passion for talent acquisition and organizational culture, I am eager to contribute to your team's recruitment efforts and help streamline your hiring processes.

During my [academic studies/internship/previous role], I developed a keen eye for detail and strong administrative foundations. I have gained experience in [mention a relevant skill, e.g., candidate screening, scheduling, or database management] and am highly proficient in [mention relevant software, e.g., MS Office, ATS, or LinkedIn Recruiter]. I pride myself on my ability to communicate professionally with diverse candidates and maintain strict confidentiality regarding sensitive employee information.

What attracts me most to [Company Name] is your commitment to [mention a company value or recent achievement]. I am confident that my proactive approach to problem-solving and my desire to build a career in Human Resources make me an ideal candidate for this entry-level role. I am ready to handle high-volume administrative tasks while ensuring a positive candidate experience.

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

Sincerely,

[Your Signature]  
[Your Printed Name]