

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

[Date]

[Hiring Manager Name]
[Title, e.g., HR Director]
[Company Name]
[Company Address]

RE: Application for Human Resources Assistant Position

Dear [Hiring Manager Name],

I am writing to formally express my interest in the Human Resources Assistant position at [Company Name], as advertised on [Source of Job Posting]. As a [Degree Title] graduate with a strong foundation in administrative support and a passion for organizational development, I am eager to begin my professional career within your esteemed HR department.

Although I am an entry-level candidate, my academic background in [Major, e.g., Business Administration/Psychology] has provided me with a comprehensive understanding of employment laws, recruitment processes, and employee relations. During my studies, I developed exceptional organizational skills and a keen eye for detail through [mention a relevant project, internship, or volunteer experience]. I am proficient in Microsoft Office Suite and possess the ability to maintain strict confidentiality when handling sensitive personnel information.

I am particularly drawn to [Company Name] because of your commitment to [mention a company value or recent achievement]. I am a quick learner, a proactive communicator, and I am dedicated to supporting the administrative functions that allow an HR team to thrive, from coordinating interviews to maintaining accurate digital filing systems.

I have enclosed my resume for your review and welcome the opportunity to discuss how my dedication and administrative capabilities can contribute to the success of your HR team. Thank you for your time and consideration.

Sincerely,

[Your Handwritten Signature (if sending by mail)]
[Your Typed Name]