

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

[Date]

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

Dear [Hiring Manager Name/HR Hiring Team],

I am writing to express my enthusiastic interest in the **Human Resources Operations Assistant** position at [Company Name], as advertised on [Platform/Source]. As a recent graduate with a [Degree Name] and a strong foundation in administrative support, I am eager to contribute to the efficiency of your HR department and support your organizational goals.

During my [internship/previous role] at [Previous Organization], I developed a keen eye for detail and a commitment to maintaining confidentiality. I successfully managed [Specific Task, e.g., employee data entry, file organization, or onboarding scheduling], which streamlined the team's daily workflows. My proficiency in [Specific Software, e.g., Microsoft Excel, HRIS, or ATS] allows me to handle data-driven tasks with accuracy and speed.

I am particularly drawn to [Company Name] because of your reputation for [Specific Company Value or Initiative]. I am confident that my strong communication skills and proactive approach to problem-solving will allow me to provide excellent service to both current employees and prospective candidates. I am eager to bring my organizational skills to your HR Operations team to ensure seamless administrative processes.

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

Sincerely,

[Your Signature (if sending by mail)]

[Your Printed Name]