

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

[Date]
[Hiring Manager Name]
[Title]
[Company Name]
[Company Address]
[City, State, Zip Code]

Dear [Mr./Ms./Mx. Last Name],

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 strong foundation in [Your Major, e.g., Business Administration/Psychology] and a keen interest in organizational development, I am eager to contribute to your HR team and support your administrative objectives.

During my academic tenure, I developed essential skills in [Skill 1, e.g., data management], [Skill 2, e.g., conflict resolution], and [Skill 3, e.g., professional communication]. My background includes [Briefly mention relevant experience, e.g., an internship or volunteer role], where I gained hands-on experience in [Specific Task, e.g., maintaining employee records or assisting with the recruitment process]. I am particularly drawn to [Company Name] because of your reputation for [Company Value or Project].

I am highly organized, detail-oriented, and proficient in [Relevant Software, e.g., Microsoft Office Suite/HRIS systems]. I understand the importance of confidentiality and compliance within human resources and am committed to maintaining the highest professional standards. I am confident that my proactive approach and willingness to learn will make me a valuable asset to your department.

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

Sincerely,

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