

**[Your Full Name]**

[Phone Number] | [Email Address]

[LinkedIn Profile URL] | [City, State]

[Date]

[Hiring Manager Name]

[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]. As a recent graduate with a degree in [Degree Name, e.g., Human Resources Management/Business Administration] from [University Name], I am eager to apply my foundational knowledge of labor laws, recruitment processes, and employee relations to contribute to your HR department.

During my academic career, I developed a strong proficiency in [Specific Skill, e.g., HRIS software, data entry, or conflict resolution]. My internship experience at [Previous Internship/Company Name] allowed me to assist in [Task 1, e.g., screening resumes and scheduling interviews] and [Task 2, e.g., maintaining confidential employee records]. These experiences honed my attention to detail and my ability to handle sensitive information with the utmost professionalism.

I am particularly drawn to [Company Name] because of your commitment to [Company Value/Recent Initiative]. I am confident that my strong organizational skills, coupled with my passion for fostering a positive workplace culture, make me an ideal candidate to support your team in achieving its administrative and strategic goals.

Thank you for your time and consideration. I look forward to the possibility of discussing how my background and enthusiasm for human resources can benefit [Company Name].

Sincerely,

[Your Signature]

[Your Printed Name]