

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

[Date]

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

Dear [Hiring Manager Name],

I am writing to express my enthusiastic interest in the HR Benefits Assistant position at [Company Name], as advertised on [Platform/Source]. As a recent graduate with a degree in [Degree Name, e.g., Human Resources Management] and a strong foundation in administrative support, I am eager to contribute to your human resources team and help deliver exceptional benefits support to your employees.

During my [Internship/Previous Role] at [Organization Name], I developed a keen eye for detail and a commitment to maintaining confidentiality-essential traits for managing sensitive employee data. I successfully assisted in [mention a relevant task, e.g., processing enrollment forms, updating HRIS databases, or responding to basic benefits inquiries], which allowed me to understand the complexities of [mention a specific area, e.g., health insurance plans or 401(k) administration].

I am particularly drawn to [Company Name] because of your reputation for [mention a specific company value or recent achievement]. I am confident that my proficiency in [Software/Tools, e.g., Microsoft Excel, Workday, or BambooHR] and my proactive approach to problem-solving will allow me to provide high-quality administrative assistance and ensure a seamless benefits experience for your staff.

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

Sincerely,

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