

[Your Full Name]

[Phone Number]

[Email Address]

[LinkedIn Profile URL]

[City, State, Zip]

[Date]

[Hiring Manager Name]

[Company Name]

[Company Address]

Dear [Hiring Manager Name or "Hiring Team"],

I am writing to express my interest in the [Job Title] position at [Company Name]. As a recent graduate with a [Degree Name] and a strong foundation in [Specific HR Interest, e.g., Employee Relations/Recruitment], I am eager to contribute to your human resources department.

During my [Internship/Previous Role] at [Previous Organization], I developed essential skills in administrative support, including [Skill 1, e.g., maintaining personnel files] and [Skill 2, e.g., assisting with onboarding]. I am proficient in [Software/HRIS tool] and pride myself on my ability to handle sensitive information with complete confidentiality and professionalism.

I am particularly drawn to [Company Name] because of your commitment to [Company Value or Recent Achievement]. I am confident that my organizational abilities and my passion for fostering a positive workplace culture make me a strong fit for your entry-level HR team.

Thank you for your time and for considering my application. I look forward to the possibility of discussing how my background can support the HR goals of [Company Name].

Sincerely,

[Your Name]