

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

[Date]

[Hiring Manager Name]  
[Company Name]  
[Company Address]

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

I am writing to express my enthusiastic interest in the **Human Resources Assistant** position at [Company Name]. Having recently completed my HR internship with [Previous Company Name/Current Department], I am eager to transition into a full-time role where I can apply my foundational knowledge of recruitment, employee relations, and HRIS management to support your team's objectives.

During my internship, I successfully assisted with [specific task, e.g., the end-to-end recruitment process for 10+ roles] and managed [specific software or database, e.g., Workday/BambooHR] to ensure data integrity. These experiences provided me with a deep understanding of [mention a specific HR pillar, e.g., compliance or onboarding] and honed my ability to handle sensitive employee information with the utmost confidentiality.

I am particularly drawn to [Company Name] because of your commitment to [mention a specific company value or recent achievement]. My background in [mention your degree or certification] combined with my hands-on experience in administrative support makes me a strong candidate to help streamline your department's daily operations.

I would welcome the opportunity to discuss how my transition from an intern to a dedicated HR professional can benefit [Company Name]. Thank you for your time and consideration.

Sincerely,

[Your Signature]  
[Your Typed Name]