

**[Your Full Name]**

[Your Phone Number]

[Your Email Address]

[Your LinkedIn Profile URL]

[Your Address, City, State, Zip]

[Date]

[Hiring Manager Name]

[Title, e.g., HR Director]

[Company Name]

[Company Address]

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

I am writing to express my enthusiastic interest in the **Human Resources Administrative Assistant** position at [Company Name], as advertised on [where you saw the job post]. With my background in [mention your degree or years of experience] and a strong commitment to organizational excellence and employee relations, I am confident in my ability to support your HR department effectively.

In my previous role as [Current/Previous Job Title], I developed a robust skill set in administrative support, including [Key Skill 1], [Key Skill 2], and [Key Skill 3]. I am particularly adept at managing sensitive documentation with the utmost confidentiality, maintaining accurate HRIS databases, and coordinating seamless onboarding processes for new hires. I take pride in my ability to serve as a reliable point of contact for employee inquiries while ensuring all administrative tasks are completed with high attention to detail.

What draws me to [Company Name] is [mention a specific company value or project]. I am eager to bring my proficiency in [mention software, e.g., Microsoft Office/Workday/BambooHR] and my passion for fostering a positive workplace culture to your team. I am highly organized, adaptable, and ready to contribute to the overall efficiency of your human resources operations.

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

Sincerely,

[Your Signature if sending by mail]

[Your Printed Name]