

[Your Full Name]
[Your Phone Number]
[Your Email Address]
[Your LinkedIn Profile / Portfolio]

[Date]

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

Dear [Hiring Manager Name],

I am writing to express my enthusiastic interest in the **Junior Human Resources Assistant** position at [Company Name], as advertised on [Platform where you found the job]. As a [Recent Graduate / Early Career Professional] with a strong foundation in [Your Major or Core Skill], I am eager to contribute to your HR department's administrative efficiency and employee engagement initiatives.

During my [Previous Internship/Experience/Academic Project] at [Organization Name], I developed key competencies in [Skill 1, e.g., records management] and [Skill 2, e.g., recruitment coordination]. I am particularly adept at maintaining confidentiality and utilizing [Specific HR Software/Tools] to streamline workflow. My approach is defined by a high attention to detail and a commitment to fostering a positive workplace culture.

I am impressed by [Company Name]'s reputation for [Specific Company Value or Recent Achievement] and am confident that my organizational skills and proactive attitude align with the goals of your team. I am eager to apply my knowledge of [HR Area, e.g., labor laws or onboarding processes] to help [Company Name] achieve its operational objectives.

Thank you for your time and consideration. I look forward to the possibility of discussing how my background can support the Human Resources team at [Company Name].

Sincerely,

[Your Signature]
[Your Printed Name]