

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

[Date]

[Hiring Manager Name]
[Job Title]
[Company Name]
[Company Address]

Dear [Hiring Manager Name],

I am writing to express my interest in the HR Assistant position at [Company Name], as advertised on [Platform/Source]. As a recent graduate with a degree in [Degree Field] and a strong foundation in administrative support and interpersonal communication, I am eager to contribute to the efficiency of your Human Resources department.

During my [Internship/Academic Project/Previous Role], I developed key skills in [Skill 1, e.g., maintaining confidential records], [Skill 2, e.g., assisting with recruitment workflows], and [Skill 3, e.g., coordinating employee onboarding]. I am particularly drawn to [Company Name] because of your reputation for [specific company value or initiative], and I am confident that my organizational abilities and attention to detail align with the needs of your team.

I am proficient in [Software/Tool, e.g., Microsoft Office Suite] and have a baseline understanding of [Specific HR tool or Compliance area]. I am a quick learner who thrives in fast-paced environments and is committed to maintaining the highest levels of confidentiality and professional integrity.

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

Sincerely,

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