

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

[Date]

[Hiring Manager Name]
[Title]
[Organization Name]
[Organization Address]

Dear [Hiring Manager Name],

I am writing to express my enthusiastic interest in the **Human Resources Assistant** position at [Company Name], as advertised on [Platform/Website]. Having recently graduated with a [Degree Name, e.g., B.A. in Human Resources Management] from [University Name], I am eager to apply my academic foundation in recruitment, labor relations, and organizational behavior to support your HR team.

During my studies, I maintained a [GPA, if high] and focused my research on [Specific HR Topic, e.g., Employee Retention or Diversity Initiatives]. My internship experience at [Previous Company Name] allowed me to develop practical skills in [Skill 1, e.g., managing applicant tracking systems], [Skill 2, e.g., coordinating orientation schedules], and [Skill 3, e.g., maintaining confidential personnel records]. I am particularly drawn to [Company Name] because of your commitment to [Company Value or Mission].

I possess strong interpersonal skills and a high level of discretion, which I understand are vital for the integrity of an HR department. I am proficient in [Software/Tools, e.g., Microsoft Office Suite, Workday, or LinkedIn Recruiter] and am confident in my ability to streamline administrative processes while providing exceptional service to both employees and candidates.

Thank you for considering my application. I have attached my resume for your review and welcome the opportunity to discuss how my background aligns with the needs of [Company Name] during an interview.

Sincerely,

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