

[Your Full Name]

[Your Address]

[Your Phone Number]

[Your Email]

[Your LinkedIn Profile]

[Date]

[Hiring Manager Name]

[Title]

[Company Name]

[Company Address]

Dear [Hiring Manager Name/HR Director],

I am writing to express my enthusiastic interest in the **Entry-Level Human Resources Specialist** position at [Company Name], as advertised on [Platform Name]. As a recent graduate with a [Degree Name, e.g., B.A. in Human Resources Management] from [University Name], I am eager to apply my foundational knowledge of labor laws, recruitment strategies, and employee relations to contribute to your team.

During my academic career and [Internship/Previous Role] at [Organization Name], I developed a strong proficiency in [Specific Skill, e.g., HRIS software, payroll processing, or onboarding coordination]. I successfully managed [Specific Achievement, e.g., the screening of over 50 candidate profiles or the reorganization of digital employee files], which improved department efficiency by [Percentage]%. I am highly organized, detail-oriented, and committed to maintaining the confidentiality and integrity required in human resources.

What attracts me most to [Company Name] is your reputation for [Specific Company Value or Recent Achievement]. I am confident that my interpersonal skills and my proactive approach to administrative support will allow me to assist your HR department in attracting and retaining top talent while ensuring a positive workplace culture.

Thank you for your time and for considering my application. I have attached my resume for your review and look forward to the possibility of discussing how my skills align with the needs of [Company Name].

Sincerely,

[Your Signature (if sending by mail)]

[Your Printed Name]