

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Hiring Manager's Name]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

Dear [Hiring Manager's Name],

I am writing to express my interest in the entry-level Human Resources position at [Company's Name] as advertised on [where you found the job posting]. With a recent degree in [Your Degree] from [Your University] and a strong passion for human resources, I am eager to begin my career in this field.

During my time at university, I completed an internship in human resources where I gained hands-on experience in recruitment, employee relations, and performance management. I have developed strong communication skills and the ability to work collaboratively in a team environment, making me a perfect fit for your organization.

I am particularly drawn to this role at [Company's Name] because of [specific reason related to the company or its values]. I believe that my proactive approach and dedication will allow me to contribute positively to your team.

Thank you for considering my application. I look forward to the opportunity to discuss how my education and passions align with the goals of [Company's Name]. Please feel free to contact me at your earliest convenience.

Sincerely,

[Your Name]