

Cover Letter for Human Resources Position

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your 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 Human Resources role at [Company's Name] as advertised on [where you found the job posting]. I recently graduated with a degree in [Your Degree] from [Your University], where I developed a strong foundation in human resources principles and practices.

During my internship at [Previous Company Name], I gained valuable experience in [mention any relevant tasks or responsibilities]. This experience has equipped me with essential skills such as [list relevant skills]. I am particularly drawn to [Company's Name] because of [mention something specific about the company or its culture].

I am excited about the opportunity to contribute to your team and support [Company's Name] in achieving its HR goals. Thank you for considering my application. I look forward to the possibility of discussing my application further.

Sincerely,

[Your Name]