

[Your Name]
[Your Address]
[City, State ZIP Code]
[Your Email Address]
[Your Phone Number]
[Date]

[Hiring Manager's Name]
[Company Name]
[Company Address]
[City, State ZIP Code]

Dear [Hiring Manager's Name],

I am writing to express my sincere interest in the entry-level Human Resources position at [Company Name], as advertised on [where you found the job posting]. With valuable internship experience in recruitment and a strong commitment to launching my HR career, I am excited by the opportunity to contribute to your team.

During my HR internship at [Previous Company/Organization Name], I gained practical exposure to the full recruitment cycle, including participating in candidate sourcing, resume screening, and coordinating interview schedules. I successfully communicated with applicants, providing timely updates and feedback, which ensured a positive candidate experience and supported the company's talent acquisition goals.

My academic background in [Your Degree, e.g., Human Resource Management or Business Administration] has equipped me with a solid foundation in HR principles. My hands-on experience from my internship allowed me to develop strong organizational, communication, and interpersonal skills-qualities that are essential for thriving in an HR environment. I am comfortable working collaboratively as part of a team and am eager to continue learning and supporting comprehensive HR initiatives.

I am particularly drawn to [Company Name] because of your commitment to [something notable about the company/HR department, e.g., "fostering employee growth and inclusiveness"], and I am eager to bring my positive attitude, adaptability, and attention to detail to your organization.

Thank you for considering my application. I look forward to the opportunity to further discuss how my background and passion for human resources can make a meaningful contribution to your HR team.

Sincerely,
[Your Name]