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# Fresh Graduate Cover Letter for HR Job Example

[Your Full Name]

[Address]

[City, State, ZIP Code]

[Phone Number]

[Email Address]

[Date]

[Hiring Manager's Full Name]

[Company Name]

[Address]

[City, State, ZIP Code]

Subject: Entry-Level HR Position Application

Dear [Hiring Manager's Full Name],

As a recent graduate with a degree in Human Resources Management, I am eager to apply for the entry-level HR position at [Company Name]. My education included courses in recruitment, labor relations, and organizational behavior, providing me with a solid foundation in HR principles.

My internship at [Company Name] allowed me to gain practical experience, and I am excited to translate my learning into a professional setting.

I look forward to discussing how I can contribute to your team.

Sincerely,

[Your Full Name]