
Human Resource Cover Letter Format

[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: Application for Human Resources Assistant Position

Dear [Hiring Manager's Full Name],

for the Human Resources Assistant position at [Company Name]. My experience includes handling recruitment, benefits administration, and employee relations at [Previous Company Name].

My dedication to continuous learning and adherence to HR best practices have shaped my career. I believe my skills and enthusiasm will greatly benefit [Company Name]'s dynamic team.

Thank you for considering my application. I look forward to further discussion.

Sincerely,

[Your Full Name]