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# Short Human Resource Cover Letter 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: Application for HR Assistant Role

Dear [Hiring Manager's Full Name],

I'm excited to apply for the HR Assistant position at [Company Name]. With a Bachelor's degree in HR Management and hands-on experience at [Previous Company Name], I have honed my skills in recruitment, employee relations, and benefits administration.

I look forward to contributing to [Company Name]'s success and would be thrilled to discuss my qualifications further.

Sincerely,

[Your Full Name]