
Trainee 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: HR Trainee Application

Dear [Hiring Manager's Full Name],

I am applying for the HR Trainee position at [Company Name]. My studies in Human Resources Management at [University Name], coupled with my hands-on experience in recruitment at my internship, have prepared me for a career in HR.

I am eager to learn and contribute to [Company Name]'s HR team. Your company's commitment to professional development aligns with my career goals.

Sincerely,

[Your Full Name]