

[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 interest in the Entry-Level HR position at [Company Name] as advertised on [where you found the job listing]. With a Bachelor's degree in Human Resource Management from [Your University] and relevant internship experience, I am eager to contribute to your team and learn from the best in the industry.

During my internship at [Previous Company Name], I was involved in various HR functions, including recruitment, onboarding, and employee engagement initiatives. This experience not only honed my organizational and communication skills but also sparked my passion for fostering positive workplace cultures.

I am particularly drawn to [Company Name] because of [specific reason related to the company - e.g., commitment to diversity, innovative HR practices, etc.]. I am impressed by [mention any specific project or value of the company] and would love the opportunity to support such initiatives.

I am excited about the possibility of contributing to [Company Name] and am eager to bring my skills in [mention specific skills relevant to the job, e.g., data analysis, communication] to your HR team. Thank you for considering my application. I look forward to the chance to discuss how my background and enthusiasms align with the goals of your company.

Sincerely,  
[Your Name]