

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Employer's Name]
[Company's Name]
[Company's Address]
[City, State, Zip Code]

Dear [Employer's Name],

I am writing to express my interest in the Entry-Level HR position at [Company's Name] as advertised on [where you found the job posting]. With a [Your Degree] in [Your Major] from [Your University] and a strong passion for human resources, I am excited about the opportunity to contribute to your team.

During my academic career, I gained valuable knowledge in areas such as recruitment, employee relations, and organizational behavior.

Additionally, my internships at [Previous Internship Company Name] allowed me to develop hands-on experience in HR processes, including [specific tasks or projects you worked on].

I am particularly drawn to [Company's Name] because of [something notable about the company or its culture], and I believe my [specific skills or traits] would be a great match for this role. I am eager to bring my enthusiasm and willingness to learn to the HR team at [Company's Name].

Thank you for considering my application. I look forward to the opportunity to discuss how I can contribute to your team.

Sincerely,
[Your Name]