

Jane Doe

Human Resources Assistant | jane.doe@youremail.com | (132) 759-2637 | 123 Address St., Houston, TX 77009

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Shaun Smith
Hiring Manager
The Human Resource Company
(726) 365-9162
s.smith@thrc.com

Dear Mr. Smith,

I recently graduated from UTH Florida University with a bachelor's degree in Human Resources Management. While undertaking my degree, I completed five months of industry work experience and maintained a GPA of 4. I believe the skills and knowledge I obtained during my time at university will make me an excellent addition to The Human Resource Company.

The Human Resources Assistant role at The Human Resource Company caught my eye due to the firm's reputation for high-performance and all-around excellence. I also believe I possess each of the key requirements, such as attention to detail, impeccable time management skills, exceptional interpersonal skills, and employee recruitment experience. I believe I can be an asset to The Human Resource Company due to my success in the following areas:

- **Efficiency:** During my work experience, I was regularly commended for recruitment competence.
- **Interview Proficiency:** I received praise from my professors for my professional manner and insights during mock interview processes.

I'd like to arrange an interview to discuss how my passion for HR and previous experience can help further The Human Resource Company's impressive track record for success.

Best regards,

Jane Doe

P.S. — I'd also love to tell you about how I secured intern work experience at one of the country's leading marketing firms!