

Entry-Level HR Position Cover Letter

Subject: Application for HR Coordinator Position

Dear [Hiring Manager's Name],

I am excited to apply for the HR Coordinator position at [Company Name]. As a recent graduate with a Bachelor's degree in Human Resources Management and hands-on internship experience, I am eager to begin my HR career with your respected organization.

During my internship at ABC Corporation, I supported the HR team in recruiting activities, conducted new hire orientations, maintained employee records, and assisted with benefits administration. This experience gave me practical exposure to HRIS systems, applicant tracking software, and the day-to-day operations of a busy HR department.

My academic background has equipped me with knowledge of employment law, compensation and benefits, organizational behavior, and talent management strategies. I have developed strong interpersonal skills through my role as president of the university's HR club, where I organized networking events and professional development workshops.

I am particularly drawn to [Company Name] because of your commitment to employee development and inclusive workplace culture. I am enthusiastic about contributing my energy, fresh perspectives, and dedication to supporting your HR team's initiatives.

I would appreciate the opportunity to discuss how I can add value to your organization.

Thank you for your consideration.

Best regards,

[Your Name]

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