



Alexander Aronowitz

HUMAN RESOURCES

P +123-456-7890

E hello@reallygreatsite.com

A 123 Anywhere St., Any City, ST 12345

Dear
Ms. Greta Mae Evans,

12 April, 2023

I am writing in regards to the Human Resources Assistant role at [company name]. I recently graduated from [company 2] with a bachelor's degree in Human Resources Management and believe that my skills and knowledge will make me a great addition to your team.

I was attracted to the Human Resources Assistant position because of the firm's reputation for high performance and excellence. Additionally, I believe that I meet all of the key requirements, such as attention to detail, excellent time management skills, good interpersonal skills, and experience with hiring employees. I consider myself to be a valuable asset to the [company name] due to my success in the following areas:

- In my work experience, I was routinely praised for my recruitment skills..
- I was commended by my professors for my Interviewing in a professional manner and for gaining insight.

Il am interested in setting up an interview to discuss how my passion for HR and previous experience could possibly help further [company name] a successful track record for. Thank you for your time and consideration.

Sincerely,

Alexander

Alexander Aronowitz