**HR COVER LETTER**

Jan 31, 20XX

Sebastian Mills

555-555-5555

hello@kickresume.com

Robert Half International

Boston, MA, United States

Dear Head of Talent,

As an HR Administrative Assistant with experience supporting internal recruitment processes, I apply with enthusiasm for this opportunity.

I am currently an HR Assistant at the Society for Human Resource Management (SHRM), where I have worked for the past 3 years. This role has given me invaluable theoretical and applied knowledge of best practices and trends in the recruitment and human resources spheres. It also builds upon my Bachelor of Human Resource Management and summer internships at Hudson Global Resources and Monster.com

I am confident that my professional and academic experience combined with my diligence, interpersonal skills, and meticulous attention to detail will enable me to excel in this role. I am very much a 'people' person and enjoy facilitating a positive work environment where everyone feels appreciated and heard.

Robert Half has an outstanding reputation in the industry. I would be delighted to join your team and grow with the very best talent out there.

Please find attached my resume for your consideration. Thank you very much for your time. I look forward to hearing from you regarding next steps.

Yours faithfully,

**[Your signature]**

Sebastian Mills