

**Robert Smith**

**Human Resources Assistant**

[Today’s Date]

[341 Company Address]  
[Company City, State xxxxx]  
[(xxx) xxx-xxxx]  
[hiring.manager@gmail.com]

Dear [Mr./Mrs./Ms.] [Hiring Manager’s Name],

When I learned of the job opening of a Human Resources Assistant position with your firm, I felt eager to submit my candidature for the same. I have gained a comprehensive knowledge of HR operations through the recent course I pursued.

I am demonstrating the list of responsibilities I tend to take care of:

* Administer daily tasks of the HR department.
* Offer assistance to HR officials in resolving complicated issues.
* Maintain and update employee databases.
* Record important details of the departmental meetings and conferences.
* Resolve conflicts and grievances.
* Organize orientations for new hires.

Screening job applications, line up interviews, conducting orientation of new hires, and managing payrolls are the duties I am aware of and can take care of successfully.

Thank you for reviewing my job application. I am enclosing my resume to share more information about my educational and occupational background. I am hoping to receive a call back for further conversation about the job role.

Best Regards,

[Your Name]