

[Your Name]
[Your Address]
[City, State, Zip Code]
[Your Email]
[Your Phone Number]
[Date]
[Recipient's Name]
[Company's Name]
[Company's Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I am excited to apply for the Human Resources Internship at [Company's Name] as advertised on [where you found the internship posting]. With a strong foundation in [Your Degree or Major] and a passion for fostering positive workplace environments, I am eager to contribute to your team while furthering my knowledge in human resources.

During my time at [Your University/Institution], I have developed skills in [mention relevant skills or coursework], which I believe align well with the goals of [Company's Name]. My recent project on [specific project or experience related to HR] provided me with valuable insights into [mention relevant HR topics, like recruitment, employee engagement, etc.].

I am particularly drawn to [Company's Name] because of [specific reason related to the company's values, culture, or projects]. I admire [mention any specific initiative or aspect of the company] and would love the opportunity to be a part of such a forward-thinking team.

I am looking forward to the possibility of discussing how my skills and ambitions align with the needs of your HR department. Thank you for considering my application. I am excited about the prospect of contributing to [Company's Name].

Sincerely,
[Your Name]