

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

Dear [Employer's Name],

I am writing to express my interest in the HR Internship role at [Company's Name] as advertised [where you found the internship posting]. I am currently a [Your Year, e.g., junior] at [Your University], pursuing a degree in [Your Major, e.g., Human Resource Management].

I have developed a strong foundation in human resource principles through my coursework, including [relevant courses or experiences], which has equipped me with the necessary skills to contribute effectively to your team. I am particularly drawn to [Company's Name] because of [specific reason related to the company], and I am eager to gain hands-on experience in your esteemed organization.

During my previous internship at [Previous Company Name], I [briefly describe a relevant responsibility or project], which honed my skills in [relevant skills]. I believe this experience has prepared me to effectively assist the HR team at [Company's Name] and contribute to [mention any specific project or goal of the company].

I am excited about the opportunity to learn from your experienced team and share my passion for human resources. I am looking forward to discussing how I can contribute to [Company's Name] further. Thank you for considering my application.

Sincerely,  
[Your Name]