

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

Dear [Recipient Name],

I am writing to express my interest in the HR internship position at [Company Name] as advertised on [where you found the job posting]. I am currently a [Your Year, e.g., junior] at [Your University] majoring in [Your Major], and I am eager to gain practical experience in the field of human resources.

During my academic career, I have developed a strong foundation in [mention relevant coursework or skills]. I have also participated in [mention any relevant extracurricular activities, volunteer work, or projects], where I honed my skills in [specific HR-related skills or experiences].

I am particularly drawn to the opportunity at [Company Name] because [mention what you admire about the company or its HR practices]. I am excited about the prospect of contributing to your team and learning from seasoned professionals.

I am available for an interview at your convenience and can be reached at [Your Phone Number] or [Your Email]. Thank you for considering my application. I look forward to the possibility of discussing this exciting opportunity with you.

Sincerely,
[Your Name]