

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

[Recipient's Name]
[Company's Name]
[Company's Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to express my interest in the HR internship position at [Company's Name] as advertised on [where you found the internship] on [date]. I am currently pursuing a [Your Degree] at [Your University], and I believe that my educational background along with my passion for human resources makes me a suitable candidate for this role.

During my studies, I have acquired valuable knowledge in human resource management, organizational behavior, and employee relations. I have also completed relevant coursework in [specific courses], which has equipped me with a solid understanding of HR principles and practices.

Additionally, my experience as [any related experience, volunteer work, or project] has helped me develop my interpersonal skills and enhanced my ability to work collaboratively within a team.

I am particularly drawn to [Company's Name] because of [specific reason related to the company's values, culture, or projects], and I am eager to contribute to your team while gaining hands-on experience in the HR field. I am confident that my enthusiasm and dedication will allow me to make a positive impact during my internship.

Enclosed is my resume, which provides further details about my academic achievements and experiences. I would welcome the opportunity to discuss how I can contribute to your team during an interview. Thank you for considering my application. I look forward to the possibility of working together.

Sincerely,
[Your Name]