

[Your Name]
[Your Address]
[City, State, Zip Code]
[Your Email Address]
[Your 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 [where you found the job listing]. With my background in [your major/field] and a strong passion for human resources, I am eager to contribute to your team.

During my studies at [Your University], I have gained knowledge in various HR functions, including recruitment, employee relations, and performance management. I am particularly drawn to [mention any specific aspect of the company's HR department or values], and I believe my skills in [mention relevant skills] would be an asset to your organization.

I am excited about the opportunity to learn and grow within [Company's Name] while assisting your team in [mention any specific HR projects or tasks you are interested in]. I am dedicated, detail-oriented, and eager to bring my strong work ethic to your company.

Thank you for considering my application. I look forward to the opportunity to discuss how I can contribute to your team during an interview.

Sincerely,
[Your Name]