

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

Dear [Employer'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 a background in [Your Major/Field of Study] from [Your University] and a keen interest in human resources, I am excited about the opportunity to contribute to your team and gain hands-on experience in this dynamic field.

During my academic career, I have developed strong [mention relevant skills or experiences, e.g., organizational, communication] skills through [specific coursework or projects]. Additionally, I completed [any relevant internship or volunteer experience], where I [describe responsibilities and achievements related to HR]. This experience has equipped me with a solid foundation in [mention specific HR skills or knowledge], and I am eager to apply what I have learned in a professional setting.

I am particularly impressed by [Company's Name] because of [specific reason related to the company or its HR practices], and I am excited about the possibility of contributing to your ongoing projects like [mention any known initiative or program of the company]. I believe that my proactive approach and enthusiasm for learning would make me a valuable addition to your team.

Thank you for considering my application. I look forward to the opportunity to discuss how my background, skills, and enthusiasms align with the goals of [Company's Name]. I am eager to learn more about the HR team and how I can contribute to your organization.

Sincerely,
[Your Name]