

[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 enthusiasm for the HR internship opportunity at [Company's Name] as advertised [where you found the internship posting]. I am currently pursuing a degree in [Your Degree] at [Your University] and am eager to gain practical experience in human resources. Throughout my studies, I have developed a strong foundation in HR principles, including recruitment, employee relations, and performance management. I have also honed my organizational and communication skills through [any relevant coursework, projects, or volunteer experiences]. I am particularly drawn to [Company's Name] because of [specific reason related to the company, mission, or values]. I believe that my background and passion for HR align well with the goals of your team.

I would be grateful for the opportunity to contribute to [Company's Name] and learn from your experienced professionals. I have attached my resume for your review and hope to discuss how I can support your HR team further.

Thank you for considering my application. I look forward to the opportunity to speak with you.

Sincerely,
[Your Name]