

[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 [where you found the internship opportunity]. I am currently pursuing a degree in [Your Major] at [Your University] and am eager to apply my skills and knowledge in a practical setting.

During my studies, I have gained valuable insight into various HR functions such as recruitment, employee relations, and performance management. Additionally, I have completed coursework in [relevant courses], which has equipped me with a solid foundation in HR principles and practices. My [mention any relevant project, experience, or skills] has further prepared me to contribute positively to your team.

I am particularly drawn to [Company's Name] because of [specific reason related to the company or its culture]. I admire [another reason related to the company], and I believe that an internship with your organization would provide me with invaluable experience and insights into the HR field.

I am enthusiastic about the opportunity to work alongside seasoned professionals and contribute to [specific project or value related to the company]. I am confident that my proactive attitude and eagerness to learn will make me a valuable addition to your team.

Thank you for considering my application. I look forward to the opportunity to discuss how I can contribute to [Company's Name] as an HR intern. I can be reached at [your phone number] or [your email address].
Sincerely,

[Your Name]