

[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 on [where you found the job listing]. I am currently a [Your Year, e.g., junior] student at [Your University] majoring in Human Resources Management. I am eager to apply my academic knowledge in a practical setting and gain hands-on experience in the HR field.

During my coursework, I have developed a strong understanding of key HR principles, including recruitment, employee relations, and performance management. At [Previous Internship or Volunteer Experience], I had the opportunity to [describe what you did, e.g., assist in the recruitment process, organize employee training sessions], which enhanced my organizational and communication skills.

I am particularly drawn to [Company's Name] because [mention something specific about the company or team, e.g., its commitment to employee development, innovative HR practices]. I believe that this internship would be a perfect opportunity to contribute my skills while learning from your accomplished team.

I am a proactive learner and am excited about the prospect of working in a fast-paced environment. I am confident that my enthusiasm for human resources and my dedication to supporting team members would make me a valuable addition to [Company's Name].

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

Sincerely,
[Your Name]