

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Recipient Name]  
[Company Name]  
[Company Address]  
[City, State, Zip Code]

Dear [Recipient Name],

I am writing to express my interest in the internship position in the Human Resources department at [Company Name] as advertised on [where you found the internship listing]. With my academic background in [Your Major] and my passion for human resource management, I am excited about the opportunity to contribute to your team.

During my studies at [Your University], I have gained a solid foundation in HR principles and practices, including recruitment, employee relations, and performance management. I have also participated in [any relevant projects, clubs, or organizations], which allowed me to develop my skills in teamwork and communication.

I am particularly drawn to [Company Name] because of [specific reason related to the company values, culture, or initiatives], and I believe that this internship would provide me with valuable hands-on experience in the HR field. I am eager to apply my knowledge and learn from the experienced team at [Company Name].

I have attached my resume for your review and would welcome the opportunity to discuss my application further. Thank you for considering my application. I look forward to the possibility of contributing to your esteemed organization.

Sincerely,

[Your Name]

[Attachment: Resume]