

[Your Name]
[Your Address]
[City, State, Zip Code]
[Your Email Address]
[Your 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 on [where you found the internship posting]. I am currently pursuing a degree in [Your Degree] at [Your University], and I am eager to gain practical experience in human resources to complement my academic knowledge.

During my studies, I have developed a strong foundation in key HR concepts, including [mention relevant coursework or skills, e.g., recruitment strategies, employee relations, talent management]. I have also actively participated in [mention any extracurricular activities or relevant projects], which has further enhanced my understanding of the HR field.

I am particularly drawn to [Company's Name] because of [mention what you admire about the company or its HR practices]. I believe that my passion for fostering a positive workplace culture and my commitment to [mention any specific HR values, e.g., diversity, employee development] align perfectly with your organization's goals.

I am excited about the opportunity to contribute to your team while gaining invaluable hands-on experience. I am confident that my [mention any relevant skills or characteristics, e.g., communication skills, attention to detail] would make me a valuable addition to your HR department.

Thank you for considering my application. I look forward to the opportunity to discuss my candidacy further.

Sincerely,
[Your Name]