

[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 Assistant internship position at [Company's Name] as advertised on [where you found the job listing]. I am currently pursuing a [Your Degree] in [Your Major] at [Your University], and I am eager to apply my academic knowledge in a practical setting.

Through my coursework and volunteer experiences, I have developed a strong foundation in human resources principles and practices. I am particularly skilled in [specific skills related to HR, e.g., recruitment, employee relations, data management], and I am eager to contribute to your team by supporting various HR functions.

I am confident that my detailed-oriented nature and my ability to work well in a team environment would make me a valuable asset at [Company's Name]. I am excited about the opportunity to learn from experienced professionals and to contribute to the HR team.

Thank you for considering my application. I look forward to the possibility of discussing how I can contribute to [Company's Name] during an interview.

Sincerely,
[Your Name]