

[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 opportunity at [Company's Name] as advertised on [where you found the internship posting]. I am currently a [Your Year, e.g., junior] at [Your University] majoring in [Your Major], and I am eager to gain practical experience in the human resources field.

Through my coursework and previous experiences, I have developed strong skills in [mention relevant skills, e.g., communication, teamwork, analytical skills], which I believe will be beneficial in this internship. I am particularly drawn to [Company's Name] because of [reason you are interested in the company, e.g., its commitment to employee development, diverse workplace, etc.].

I am excited about the opportunity to contribute to your team and learn from the esteemed HR professionals at [Company's Name]. I am confident that my proactive approach and dedication will allow me to make a meaningful contribution.

Thank you for considering my application. I look forward to the possibility of discussing this exciting opportunity with you.

Sincerely,
[Your Name]