

[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 Human Resources Internship position at [Company's Name], as advertised [where you found the internship listing]. With my background in [Your Major/Field] from [Your University/College] and my passion for fostering positive workplace environments, I am eager to contribute to your team.

During my studies, I have gained valuable knowledge in human resources principles, organizational behavior, and employee relations. I have also completed coursework in [relevant coursework or project], which has equipped me with the skills necessary to assist in various HR functions. Additionally, my experience in [any relevant experience or volunteer work] has honed my interpersonal and communication skills, allowing me to effectively collaborate with diverse groups.

I am particularly drawn to [Company's Name] because of [specific reason related to the company or its culture]. I admire [mention any specific projects or values of the company], and I believe that my skills in [specific skills relevant to the internship] would be an asset to your team.

I am excited about the opportunity to learn from experienced HR professionals and contribute my enthusiasm to [Company's Name]. Thank you for considering my application. I look forward to the possibility of discussing my candidacy further.

Sincerely,
[Your Name]