

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[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 Summer HR Internship position at [Company's Name] as advertised on [where you found the job posting]. I am currently a [Your Year, e.g., sophomore] majoring in [Your Major] at [Your University], and I am eager to gain practical experience in the Human Resources field.

Through my coursework and previous experiences, I have developed strong communication and organizational skills, which I believe will enable me to contribute effectively to your team. I am particularly drawn to [Company's Name] because of [specific reason related to the company or its culture], and I am excited about the opportunity to learn from and support your HR team.

I am eager to bring my passion for human resources and my proactive attitude to [Company's Name]. I welcome the chance to discuss how my skills and interests align with the goals of your team. Thank you for considering my application. I look forward to the possibility of discussing this exciting opportunity with you.

Sincerely,
[Your Name]