

[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 enthusiastic interest in the HR internship position at [Company's Name] as advertised [where you found the internship listing]. With a strong academic background in human resource management and a passion for fostering positive workplace environments, I am excited about the opportunity to contribute to your team.

Currently, I am a [Your Year, e.g., junior] at [Your University] pursuing a degree in [Your Degree, e.g., Human Resource Management]. Through my coursework, I have gained a solid foundation in key HR concepts such as recruitment, employee relations, and performance management.

Additionally, my [any relevant coursework or projects] has equipped me with the necessary skills to assist in various HR functions effectively. During my previous internship at [Previous Company Name, if applicable], I [describe a relevant experience, e.g., assisted in the recruitment process, participated in onboarding new employees]. This experience allowed me to develop practical skills in [specific skill related to HR, e.g., communication, data analysis, etc.], and reinforced my commitment to my HR career path.

I am particularly drawn to the HR internship position at [Company's Name] because [mention something specific about the company, e.g., its commitment to employee development, innovative HR practices]. I admire [specific initiative or value of the company] and believe that my proactive approach and willingness to learn would make me a valuable asset to your team.

Thank you for considering my application. I am eager to bring my background in human resources and my enthusiasm for HR practices to [Company's Name]. I look forward to the possibility of discussing how I can contribute to your team.

Sincerely,
[Your Name]