

[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 HR internship position at [Company's Name] as advertised [where you found the job listing]. I am currently [your current status, e.g., a junior at XYZ University majoring in Human Resources] and believe that this internship aligns perfectly with my career goals and academic background.

Throughout my studies, I have gained substantial knowledge in various HR principles, including recruitment, employee relations, and performance management. During my [mention any relevant experience, e.g., previous internship or project], I had the opportunity to [describe a relevant task or responsibility], which equipped me with practical skills in [mention specific skills].

I am particularly drawn to [Company's Name] because of [mention something specific about the company, e.g., its commitment to diversity, innovative approach, etc.]. I am eager to contribute to your team and learn from the experienced professionals at your firm.

Enclosed is my resume for your review. I would appreciate the opportunity to discuss how my background, skills, and enthusiasms can contribute to your company. Thank you for considering my application. I look forward to the possibility of discussing this exciting opportunity with you.

Sincerely,
[Your Name]