

[Your Name]
[Your Address]
[City, State, Zip]
[Your Email]
[Your Phone Number]
[Date]
[Hiring Manager's Name]
[Company Name]
[Company Address]
[City, State, Zip]

Dear [Hiring Manager's Name],

I am writing to express my interest in the HR Internship position at [Company Name] as advertised on [where you found the job listing]. I am currently a [Your Year, e.g., sophomore] at [Your University] majoring in [Your Major], and I am eager to apply my academic knowledge and passion for human resources in a practical setting.

During my studies, I have developed a solid understanding of core HR principles, including recruitment, employee relations, and organizational behavior. My coursework in [specific relevant courses] has equipped me with the skills necessary to contribute effectively to your team.

Additionally, my experience with [any relevant experience, e.g., volunteer work, part-time job, projects] has helped me hone my abilities in communication, teamwork, and problem-solving.

I am particularly drawn to [Company Name] because of [specific reason related to the company or its values]. I admire [mention any notable initiatives, projects, or company culture aspects], and I am excited about the opportunity to learn from such a dynamic environment.

I am enthusiastic about the prospect of bringing my background in [mention relevant skills or tools, e.g., Microsoft Office, HR software] and my dedication to fostering a positive workplace culture to your team.

I am confident that my proactive approach and willingness to learn will make me a valuable addition to the [Company Name] HR department.

Thank you for considering my application. I look forward to the possibility of discussing how I can contribute to your team. Please find my resume attached for further details on my background and accomplishments. I am available for an interview at your convenience and can be reached at [Your Phone Number] or [Your Email].

Sincerely,
[Your Name]