

# Application for Employee Relations Internship

[Your Name]  
[Your Address]  
[City, State, ZIP Code]  
[Your Email]  
[Your Phone Number]  
[Date]

[Recipient's Name]  
[Company Name]  
[Company Address]  
[City, State, ZIP Code]

Dear [Recipient's Name],

I am writing to express my interest in the Employee Relations Internship position at [Company Name] as advertised on [where you found the listing]. I am currently pursuing a [Your Degree] at [Your University] and have developed a strong foundation in human resource management principles.

Throughout my academic career, I have gained valuable skills in communication, conflict resolution, and employee engagement strategies. I am particularly drawn to this internship because of [specific reason related to the company or program]. I believe that my proactive approach and dedication to fostering positive workplace relationships will make a meaningful contribution to your team.

I am eager to further develop my skills and apply my knowledge in a practical setting. I am excited about the opportunity to work with [Company Name] and learn from experienced professionals in the field.

Thank you for considering my application. I look forward to the opportunity to discuss how I can contribute to your team. Please find my resume attached for your reference.

Sincerely,  
[Your Name]