

Internship Application

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Date]

[Hiring Manager's Name]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

Dear [Hiring Manager's Name],

I am writing to express my interest in the HR Analytics Internship position at [Company's Name] as advertised on [where you found the job posting]. As a [your current education level, e.g., "junior undergraduate student"] majoring in [Your Major] at [Your University], I am eager to apply my analytical skills and passion for human resources.

During my studies, I have gained experience in data analysis and have developed a strong foundation in statistical methods, particularly in [mention any relevant software or tools, e.g., "Excel, R, or Python"]. I have also completed coursework in [relevant courses] which has prepared me for interpreting HR metrics and utilizing data for strategic decision-making.

I am particularly attracted to this internship at [Company's Name] because of your commitment to [mention something notable about the company, e.g., "data-driven decision-making in HR practices"]. I believe that my enthusiasm for the HR field and my analytical capabilities would make a valuable contribution to your team.

Thank you for considering my application. I look forward to the opportunity to discuss my qualifications further. Please find my resume attached for more details about my academic and professional background.

Sincerely,

[Your Name]