

# Internship Application for HR Assistant Position

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[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 Assistant internship position listed on [where you found the job posting]. I am currently pursuing a degree in [Your Degree] at [Your University], and I am eager to gain practical experience in human resources.