

Your Name

Your Address

City, State, Zip Code

Email Address

Phone Number

Date

Hiring Manager's Name

Company Name

Company Address

City, State, Zip Code

Dear [Hiring Manager's Name],

I am writing to express my interest in the HR Development Program internship position at [Company Name], as advertised on [where you found the internship posting]. I am currently pursuing a degree in Human Resource Management at [Your University], and I am eager to apply my academic knowledge in a practical setting.

Through my coursework and previous internship experiences, I have developed a strong foundation in HR principles, including recruitment, employee relations, and performance management. I am particularly drawn to [Company Name] because of its commitment to employee development and its innovative approach to HR practices.

I am a motivated and detail-oriented individual with excellent communication skills and the ability to work collaboratively in a team environment. I believe that an internship with [Company Name] would provide me with valuable insights and hands-on experience that will be instrumental in my professional growth.

Thank you for considering my application. I am looking forward to the opportunity to discuss my candidacy further. I have attached my resume for your review and am available at your convenience for an interview.

Sincerely,

Your Name