

Application for Recruitment Intern Position

Your Name
Your Address
City, State, Zip Code
Your Email
Your Phone Number
Date

Hiring Manager
Company Name
Company Address
City, State, Zip Code

Dear Hiring Manager,

I am writing to express my interest in the Recruitment Intern position at [Company Name] as advertised on [where you found the internship posting]. I am currently a [Your Year, e.g., Junior] majoring in [Your Major] at [Your University]. I am eager to apply my skills and gain hands-on experience in recruitment and human resources.

During my studies, I have developed strong organizational and communication skills, which I believe are crucial for this role. Additionally, I have [mention any relevant experience, such as coursework, projects, or volunteer work]. I am particularly drawn to [Company Name] because of [mention something specific about the company or its mission].

I am excited about the opportunity to contribute to your team and learn from the experienced professionals at [Company Name]. Thank you for considering my application. I look forward to the possibility of discussing my application in further detail.

Sincerely,
Your Name