

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 Talent Acquisition Intern position at [Company Name] as advertised on [Source]. With a strong passion for human resources and a desire to contribute to effective talent management, I am eager to bring my skills and enthusiasm to your team.

Currently, I am a [Your Year, e.g., junior] at [Your University] pursuing a degree in [Your Degree]. My coursework and projects in [Relevant Courses or Subjects] have equipped me with a solid foundation in recruitment strategies, candidate assessment, and interpersonal communication.

I am particularly drawn to this internship because of [Specific Reason related to the Company or Role]. I believe that my ability to [Mention Relevant Skill or Experience] will allow me to support your team effectively and contribute to [Company's Goal or Initiative].

I am excited about the opportunity to learn from a talented team and gain hands-on experience in talent acquisition. Thank you for considering my application. I look forward to the possibility of discussing my application further.

Sincerely,

Your Name