

Internship Application for Human Resources

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Date]

[Recipient's Name]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to express my interest in the Human Resources internship position at [Company's Name] as advertised on [where you found the job listing]. I am currently pursuing a degree in [Your Degree] at [Your University] and am eager to apply my skills in a practical environment while contributing to your team.

Throughout my academic career, I have developed a strong foundation in various HR principles and practices. My coursework has included [mention relevant courses], and I have gained practical experience through [mention any relevant experiences]. I am particularly drawn to this internship because of [specific reason related to the company's HR practices or culture].

I am a motivated and dedicated individual, committed to enhancing my knowledge in human resources. I am particularly interested in [specific area of interest related to HR], and I believe that this internship will provide me with hands-on experience that will be invaluable as I begin my career.

Enclosed is my resume for your review. I would appreciate the opportunity to discuss how my background, skills, and enthusiasm can contribute to the exceptional work being done at [Company's Name]. Thank you for considering my application.

Sincerely,

[Your Name]