

Internship Request for Human Resources Position

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

[Recipient Name]
[Company Name]
[Company Address]
[City, State, Zip Code]

Dear [Recipient Name],

I am writing to express my interest in the Human Resources internship position at [Company Name]. I am currently a [Your Year, e.g., junior] at [Your University] majoring in [Your Major], and I am eager to gain practical experience in the field of human resources.

I am particularly drawn to [Company Name] because [specific reason related to the company or its values]. I believe that my skills in [relevant skills or experiences] would be beneficial for your team.

I am looking to undertake an internship from [start date] to [end date] and would be grateful for the opportunity to contribute to your organization while furthering my education and career goals.

Thank you for considering my application. I look forward to the opportunity to discuss my application further.

Sincerely,

[Your Name]