

[Your Name]
[Your Phone Number]
[Your Email]
[Your LinkedIn Profile]

[Date]

[Hiring Manager Name]
[Company Name]
[Company Address]

Dear [Hiring Manager Name],

I am writing to express my interest in the HR Internship position at [Company Name]. I was referred to this opportunity by [Referral Name], who currently serves as [Referral's Job Title] at your company.

As a student pursuing a degree in [Degree Name] at [University Name], I have developed a strong foundation in [Skill 1] and [Skill 2]. My academic background, combined with my passion for organizational development and employee relations, aligns with the goals of your Human Resources department.

Through my coursework and previous experience in [Previous Experience/Project], I have honed my ability to [Specific Task, e.g., manage confidential data or assist in recruitment]. I am particularly drawn to [Company Name] because of your commitment to [Company Value/Recent Initiative], and I am eager to contribute to your team's success during this internship.

Thank you for your time and for considering my application. I have attached my resume for your review and look forward to the possibility of discussing how my skills can support the HR team at [Company Name].

Sincerely,

[Your Name]