

Formal Email for HR Internship

Dear [Hiring Manager's Name],

I am writing to formally apply for the HR Internship at [Company Name]. With a solid foundation in HR principles and practical exposure through academic projects, I am prepared to support your team in various human resources functions.

My coursework has included [recruitment, performance management, labor law], and I have successfully conducted [specific project or analysis]. I am committed to delivering high-quality work and learning from your experienced HR professionals.

Thank you for your time and consideration. I am eager to discuss my qualifications further.

Sincerely,

[Your Name]

Get more templates here: <https://www.lettersandtemplates.com/letters/hr-internship-cover-letter>