

## Human Resources Internship Cover Letter

Your Name  
Address  
City, State Zip Code  
Phone Number  
Cell Phone Number  
Email

Date

Name  
Title  
Company  
Address  
City, State Zip Code

Dear Mr. /Ms. LastName:

It is with great enthusiasm that I apply for the position of a Human Resources Interns at ABC Company that was advertised on your your social media handle. As a graduate of Human Resources and Personnel Management, and my experience in Human Resources Management, I believe that I would be a good fit for this position.

As someone that is passionate about building successful relationships, and my ability to manage different people, I am confident that I will be able to contribute to the overall success of the company in my position.

During my undergraduate period, I was the public relationship officer for my department, and within that period, I was able to communicate and manage different people at different times. I believe that my people management skill will help me perform excellently in this role.

Getting a chance to intern with ABC Company will be an awesome opportunity for me to develop myself as a Human Resources Professional while I contribute my quota towards the growth of this company.

I look forward to a scheduled meeting where I can discuss my qualification and ability as regards the vacancy. I will put a call through in a weeks' time to know if I have been shortlisted.

I anticipate your response. Thank you for your consideration

Signature

(Name)