

00000 Oxxxxx Road, Apt. 000
Salisbury, MD 20000
000-000-0000

January 24, 20XX

Human Resource Representative
Company name
Company address
City, State Zip

Dear **Mr / Mrs XXXX; Human Resource Representative:**

Recently, I was researching Human Resource Internships on the Internet and discovered the Human Resource internship with **(Company's name)**. I was excited to see a position available with such a highly respected company. The opportunity to participate in an internship for such an outstanding organization is desirable to say the least. Furthermore the chance to enhance my academic skills is very challenging as well.

Currently I am earning a Master in Business Administration at Salisbury University and have gained experience and knowledge through various classes I have taken. Throughout my time at Salisbury and Rennes (France), I have also participated in several team projects, which have instilled the importance of good relationships and striving for the competitive advantage. During my studies I was also active in internships to enhance my overall understanding of the field. These experiences have provided me a clear understanding of the Human Resource field and have also helped me develop a strong work ethic. My goal for the future is to graduate in July and succeed in my field.

In order to link theory and practice I did an internship as a Human Resource Assistant at Legris Industries, Rennes, France. I was responsible for many activities including the creation of a better performance appraisal, communication with managers and the design of indicators that helped assess the performance of the subsidiaries. This experience, as well as my being President of the Journalism Club, has taught me the importance of communication, leadership and interpersonal skills. All of these experiences working with people that have different backgrounds than I do have made me appreciate those who have views that are different from mine. This understanding helps make me an excellent team player and one who takes into account various new ideas. Furthermore, it has been extremely beneficial when working with people on a daily basis.

Again, I would like to express my keen interest in working for such an esteemed company. I have included my resume in my email to you and feel confident it will provide more insight into how I may be of service to **(Company's name)**. Thank you for your time and consideration. Please feel free to contact me anytime by phone at 000-000-0000 or email at xxxx@xxxxxxx.org . I look forward to talking with you to further discuss my skills and qualifications.

Sincerely,

Xxxxxxx Xxxxxx

Enclosure