Anne Kamau  
P.O. Box 123456-0000  
Nairobi

Mr. Grace Omondi  
Human Resource Manager  
Africa Group Ltd  
Nairobi

Dear Mrs. Kamau,

**Re: Application for Human Resource Internship**

I am a fourth year student at JKUAT HR student. I am interested in completing my internship in your organization.

I have a prior working experience in administration which exposed me to various duties that were related to software Engineer. My work experience and educational background have equipped me with the skills and understanding of human resource as well as given me insight into the job market.

I also worked as a student leader of the Human Resource Club arranging for events, extra classes such as arranging for students to have short courses in the New Labour Laws, OSHA. Arranging for talks and workshops by guest speakers for subjects such as Recruitment, Performance Management, How to Get a Job as a Graduate. We also arranged for students to be taken through the entire interview process by a multinational company which was accelerated to take a full day. I conducted a research paper on the use of Human Resource Information Systems.

The current news about your company expanding in the Kenyan economy has been inspiring. Given a chance I would like to working in your growing organization.

Thank you for your consideration.

Kind regards,

(Signature)

Anne Kamau