**HUMAN RESOURCES COVER LETTER SAMPLE**

Carly Sherm

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[Application Date]

Mr. Steven Schmidt

Human Resources

XYZ Company

Omaha, NE 56789

When I discovered the human resources internship with XYZ Company on internships.com, I was excited by the opportunity to complement my coursework with practical experience. As a junior majoring in Human Resources at University College, I am passionate about employee relations and talent development. My academic background, communication skills, and leadership experience have prepared me well for this position.

* **Academic coursework.** I have completed courses in business communications, marketing, and strategic human resource management, resulting in a 3.85 Major GPA.
* **Communication skills.** As the professional development chair of University College’s SHRM Chapter, I develop and facilitate presentations on behalf of the organization.
* **Leadership experience.** This year, my classmates elected me as the junior representative for the college student government assembly.

I am excited by the chance to contribute to your organization and am prepared to engage in continuous learning. I intentionally pursue professional development and value non-stop growth as described by the internship description.

My enclosed resume expands on my academic coursework, communication skills, and leadership experience. As I prepare for a career in human resources, I am eager to gain a more detailed understanding of the field. Thank you for your time and consideration. I look forward to hearing from you soon.

Sincerely,

Carly Sherm