

Internship Application for Business Analyst Position

John Doe
123 Address St.
City, State, ZIP
Email: john.doe@example.com
Phone: (123) 456-7890
Date: [Insert Date]

Hiring Manager
ABC Company
456 Company Rd.
City, State, ZIP

Dear Hiring Manager,

I am writing to express my interest in the Business Analyst internship position at ABC Company, as advertised on your careers page. With a strong academic background in Business Administration and a proven track record of successful teamwork experiences, I am excited about the potential to contribute to your team.

During my time at University XYZ, I participated in several team projects that required collaboration, strategic thinking, and data analysis. In one particular project, our team analyzed customer feedback data to improve service delivery for a local business. Through effective communication and collaboration, we were able to present actionable insights that increased customer satisfaction by 20%.

I believe that my experience in working within cross-functional teams and my analytical skills will allow me to effectively support the Business Analyst team at ABC Company. I am particularly drawn to your commitment to innovation and customer-focused solutions, and I am eager to bring my background in teamwork and data-driven decision-making to your organization.

Thank you for considering my application. I look forward to the opportunity to discuss my qualifications further and how I can contribute to the success of your team.

Sincerely,
John Doe