

Business Analyst Internship Application

[Your Name]

[Your Address]

[City, State, Zip]

[Email Address]

[Phone Number]

[Date]

[Hiring Manager's Name]

[Company Name]

[Company Address]

[City, State, Zip]

Dear [Hiring Manager's Name],

I am writing to express my interest in the Business Analyst Internship position at [Company Name] as advertised on [where you found the internship posting]. I am currently pursuing a [Your Degree] in [Your Major] at [Your University], and I am eager to apply my analytical skills and academic knowledge in a practical business environment.

During my studies, I have developed a strong foundation in data analysis, project management, and problem-solving. I am proficient in tools such as Excel, Python, and SQL, which I have used extensively to analyze datasets and derive actionable insights. For instance, in my recent project, I utilized statistical analysis to identify trends and patterns that improved the efficiency of our team's workflow by 20%.

I am particularly drawn to [Company Name] due to [specific reason related to the company or its projects]. I am excited about the opportunity to contribute to your team while further enhancing my skills in business analysis. I am confident that my attention to detail, combined with my analytical abilities, will allow me to make a positive impact during my internship.

Thank you for considering my application. I look forward to the opportunity to discuss how I can contribute to your team at [Company Name].

Sincerely,

[Your Name]