

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Date]

[Hiring Manager's Name]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

Dear [Hiring Manager's Name],

I am writing to express my interest in the Business Analyst Internship position at [Company's Name] as advertised on [Where You Found the Job Posting]. As a recent graduate with a degree in [Your Degree] from [Your University], I am eager to apply my analytical skills and business knowledge in a hands-on environment.

During my studies, I developed a strong foundation in data analysis, project management, and problem-solving, complemented by coursework in [Relevant Courses]. My internship experience at [Previous Internship Company] allowed me to work collaboratively with cross-functional teams, where I gained exposure to [Relevant Experience or Skills].

I am particularly drawn to this internship at [Company's Name] because of [Specific Reason Related to the Company or Role]. I believe my skills in [Specific Skills] and my passion for [Industry/Field] align well with the goals of your team.

Enclosed is my resume that further details my experiences and achievements. I am excited about the opportunity to contribute to [Company's Name] and learn from industry professionals. I look forward to discussing how my background, skills, and enthusiasm for the Business Analyst role would be a great fit for your team.

Thank you for considering my application. I hope to discuss my application further in an interview.

Sincerely,

[Your Name]