

Application for Business Analyst Internship

John Doe

Email: johndoe@email.com

Phone: (123) 456-7890

Date: October 10, 2023

Hiring Manager

XYZ Corporation

123 Business Rd.

City, State, Zip

Dear Hiring Manager,

I am writing to express my interest in the Business Analyst Internship position at XYZ Corporation, as advertised on your careers page. As a current student pursuing a degree in Business Administration with a focus on Data Analytics, I am eager to apply my problem-solving skills and analytical mindset in a practical setting.

During my recent project in my Data Analysis course, I led a team to identify inefficiencies in our university's course registration process. By conducting a thorough analysis of student feedback and registration data, we implemented a streamlined system that reduced registration time by 30%. This experience honed my ability to analyze complex problems, identify root causes, and develop effective solutions.

I am particularly drawn to this internship at XYZ Corporation because of your commitment to data-driven decision-making and continuous improvement. I am excited about the opportunity to contribute my skills in data analysis and problem-solving while learning from the talented team at your organization.

Thank you for considering my application. I look forward to the possibility of discussing how I can contribute to your team.

Sincerely,

John Doe