

# Application for Business Analyst Internship Position

Date: [Insert Date]

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]

[Recipient Name]  
[Company Name]  
[Company Address]  
[City, State, Zip Code]

Dear [Recipient Name],

I am writing to express my interest in the Business Analyst Internship position at [Company Name], as advertised on [where you found the listing]. With a strong educational background in Business Administration and a focus on Data Analysis, I am eager to apply my analytical skills and contribute to your team.

During my studies at [Your University], I developed a solid foundation in data analysis tools such as Excel, SQL, and Python. I successfully completed a project on [Brief Description of a Relevant Project], which honed my ability to interpret complex data sets and derive actionable insights. I am particularly drawn to [Company Name] because of [mention something specific about the company or its projects].

I am excited about the opportunity to learn from experienced professionals and contribute to meaningful projects during my internship. I am confident that my proactive approach and eagerness to learn will make me an asset to your team.

Thank you for considering my application. I look forward to the opportunity to discuss how I can contribute to [Company Name]. I am available for an interview at your earliest convenience and can be reached at [Your Phone Number] or [Your Email Address].

Sincerely,

[Your Name]