

Your Name

Your Address

City, State, Zip Code

Email Address

Phone Number

Date

Hiring Manager's Name

Company Name

Company 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 Name], as advertised on [where you found the internship listing]. With a strong foundation in business analysis, coupled with my enthusiasm for technology, I am eager to contribute to your team.

Currently, I am pursuing my degree in [Your Degree] at [Your University], where I have gained solid analytical skills and a deep understanding of business processes. I have completed coursework in data analysis, project management, and strategic planning, which I believe would be beneficial for this role.

During my previous internship at [Previous Company Name], I successfully collaborated with cross-functional teams to identify inefficiencies and propose solutions that improved project workflows. This experience not only enhanced my analytical skills but also allowed me to develop my communication and problem-solving abilities.

I am particularly drawn to [Company Name] because of [specific reason related to the company or its projects], and I am excited about the opportunity to work with such innovative professionals. I am confident that my skills in data interpretation and attention to detail would enable me to make a meaningful contribution to your team.

Thank you for considering my application. I look forward to the possibility of discussing my application further.

Sincerely,

Your Name