

Dear Hiring Manager,

My purpose is to express my keen interest in the intern position as a Business Analyst at your company. As indicated on my resume, I possess the right skill set, education and experience to perform the required tasks efficiently.

I am a highly motivated and detail oriented person, driven by the results. I can work on my own initiative, but I also enjoy collaborating with others and being part of a team, as together we can achieve much more. My goal is always to exceed the expectations of my colleagues and employers. Being for 5 years in charge of a small private company helped me to excel in my organizational skills, having things done in a timely and accurate manner, mostly thanks to careful prioritization. I was supervising all the departments in the company with a lot of success and resolving complex administrative problems while saving valuable time and increasing productivity. Part of my role was also to analyze data and check for discrepancies and inaccuracies.

I have thoroughly enjoyed my time as a Data Science student. I am really passionate about working closely with data, and internship you are offering will be a chance for me to gain valuable experience in all aspects of data science.

Currently I am enrolled in the Big Data & Business Intelligence Master's Degree, provided by Escuela de Negocios Europea de Barcelona, to expand my knowledge and analytical skills. Previously I attended the University of Economics in Katowice, where I received a Bachelor's Degree in Quantitative Methods for Economics and Business. During this period, I took subjects such as Economics, Business, Management, Accounting, Corporate Finance, Financial Reporting, Econometrics, Statistics and Maths. Upon the completion of my Bachelor's Degree, I decided to pursue a Master's Degree in Economics.

My education has made me more organized, analytical, and detail-oriented. I have developed pristine time management and decision-making skills. While I was getting my Graduate's Degree, I joined the Student's Organization and I was taking part in a lot of business trainings, where I had the possibility to gain knowledge and practice within the area of Project Management and also develop other valuable Soft Skills. My Excel skills I believe is on a high level since I have been closely working with this program for 8 years now. Right now I'm working on developing my programming languages skills, Python and SQL, I am preparing to the IBM Data Science course which starts next month. The internship will given me the opportunity to work in the field that I'm most passionate about, to help my transition from academia to industry.

With Kind Regards,

Agata Maturlak