

Dear Hiring Manager,

It is with great interest that I submit my resume for the Business Analyst Internship position at Wayfair. I am currently enrolled in the Managerial Economics major and Information Technology minor at the University of Massachusetts, Amherst and am expecting to graduate by May 2023. I am interested in this position because Business Analyst Internship is an important part of the Business analytics play a very important role in business decisions and I would like to understand business decisions better.

In regards to my ability to meet the specific requirements of this job, I have worked in various positions where I have been able to gain experience that makes me well suited to interacting with people and dealing with high pressure environments. During my time working in restaurants, I learned how to handle difficult situations face to face and develop interpersonal skills to better serve customers. At MassCOSH, Massachusetts Coalition for Occupational Safety and Health, I was a team leader to facilitate communication between coworkers and other organizations as well as plan and execute various workshops. At this job, I also engaged in administrative work such as coordinating over emails and phones with other organizations to set up events and fundraisers.

Besides these jobs, I have worked with computers on many occasions, including assembling computers, setting them up with operating systems and have worked with the terminal. I have a strong background in Microsoft Office and Google Apps, and am comfortable with Python, JavaScript and RStudio.

My experience working with customers and computers makes me qualified and a useful candidate for your Business Analyst Internship position. I would be a great fit for this role and would appreciate the opportunity to meet with you for an interview if you would consider me. I have also enclosed my resume with this letter. Thank you for your time and consideration of my application, and I am looking forward to hearing back from you.

Sincerely,

Minh Tran