Alisa Zhang

600 E. Madison

Ann Arbor, MI 48109

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Meltwater Group

To Whom it may concern,

I am applying for the Business Analyst Intern position listed in the University Career Center’s Handshake platform. As a sophomore student at UMich with a unique data science & general business background, internship and research experiences in excellent EXCEL and PowerPoint knowledge, and strong communication skills, I’m eager to learn more about business analysis at Meltwater Group.

As a student major in data science, I want to develop a specific insight with data in the business field. I have developed an interdisciplinary approach to research. Data science has taught me to identify, analyze, and interpret the patterns of data. At the same time, I’ve developed an excellent analytical skills and attention to detail while working with data. Through my coursework on business, I gained an appreciation for business operation and management by learning about different roles in business.

My academic training was applied during internships in ShineWing Certified Public Accountants' Firm. My main task is to coordinate the audit working papers and financial statement of each specific company through Excel to help the investors decide. Each company’s audit working papers gave me an opportunity to use my research and quantitative skills and gain a little exposure in the financial industry. I worked as research assistant on topics of education at both UMich and UW-Madison, through which I analyzed quantitative data, like students’ past performance/grades, by using R, Python, and SQL, so I also gained lots of analytical skills from these real-world experiences.

Working with clients from various backgrounds and needs I have learned the importance of effective communication. In my business development intern at China Telecom Americas, I assessed clients’ needs and applied corresponding marketing strategies to outreach different customers. As a public relation chair of our A Capella group, I have effectively worked as part of a team to raise funds from different agencies by exchanging our resources. I hope to bring these successful communication skills to Meltwater Group.

I look forward to talking with you about the Business Analyst position. In the meantime, please feel free to contact me by my phone 231-833-0335, email [alisahq@umich.edu](mailto:alisahq@umich.edu), or WeChat ZHQ634063022.

Best,

Alisa