

ROBERT SMITH

Business Analyst Intern

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[Today's Date]

[341 Company Address]

[Company City, State xxxxx]

[(xxx) xxx-xxxx]

[hiring.manager@gmail.com]

Dear [Mr./Mrs./Ms.] [Hiring Manager's Name],

I want to put forward my interest in joining your organization for the Business Analyst Internship position. I came to know about your company (ABC) at the student center of my university. I was elated to discover that my educational qualifications perfectly align with your mandatory prerequisites.

I am presently majoring in Business Administrations with a 3.8 GPA at University (EFG) and will be graduating next year. Apart from pursuing my regular BBA degree, I am taking additional classes on data analytics. I have acquired a strong understanding of market research, data analytics, and solid grip on MS-office.

The internship will provide me with an opportunity to serve as an intern and help me expand my market research acquaintance.

While implementing my coursework to improve business growth, the opportunity will provide me with the learning curve to enhance my skills. I had outlined a presentation based on business needs and market research for one of the startups. Upon implementing the proposed changes in the business process the startup managed to yield quite a return on investment.

Please accept my enclosed resume supporting my academic qualifications, achievements, and projects. I will look forward to speaking with you about my skills and how they are the best fit for the intern role. I would love to discuss my inherent passion for working as a Business Analyst Intern and commitment to learning.

Sincerely,

[Your Name]