

Jordan Mitchell

January 16, 2026

Acme Corporation

RE: Internship Business Analyst

Dear Hiring Manager,

I am writing to express my enthusiasm for the Internship Business Analyst position at Acme Corporation, which I discovered on your careers page. As a junior at State University majoring in Business Administration, I am eager to apply my analytical skills and passion for data-driven decision-making to support your team in delivering innovative solutions.

In my previous role as a data analyst intern at XYZ Solutions, I successfully streamlined the reporting process, reducing the time needed for analysis by 30%. I utilized advanced Excel functions and data visualization tools to create comprehensive dashboards that provided actionable insights for the management team. Additionally, I collaborated with cross-functional teams to identify key performance metrics, which led to a 15% increase in project efficiency. This experience honed my ability to analyze complex data sets and communicate findings effectively, skills that I am excited to bring to Acme Corporation.

Moreover, I participated in a university project where my team conducted a market analysis for a local startup. I was responsible for gathering and interpreting data from various sources, and our findings helped the startup refine its business strategy, resulting in a successful launch. This project not only strengthened my analytical capabilities but also taught me the importance of teamwork and adaptability in a fast-paced environment.

I am very interested in the opportunity to contribute to Acme Corporation and learn from your esteemed team. I believe my background in data analysis and my commitment to excellence align well with the goals of your organization. I look forward to the possibility of discussing how my skills and experiences can add value to your team. Thank you for considering my application.

Sincerely,

Jordan Mitchell