

# Jordan Taylor

January 16, 2026

Acme Corporation

RE: Internship Data Analyst

Dear Hiring Manager,

I am excited to apply for the Internship Data Analyst position at Acme Corporation as advertised on LinkedIn. With a strong passion for data analysis and a keen interest in leveraging data-driven insights to drive strategic decisions, I am eager to contribute to your team and gain hands-on experience in a dynamic environment.

During my coursework at State University, I excelled in a capstone project where I collaborated with a team to analyze customer purchasing trends using Python and Tableau. We utilized large datasets to uncover insights that helped the local business increase its sales by 15% over three months. Additionally, I interned at XYZ Analytics, where I developed a predictive model that improved the accuracy of sales forecasts by 20%. This experience not only honed my technical skills but also taught me the importance of effective communication when presenting complex data findings to non-technical stakeholders.

I am particularly drawn to Acme Corporation because of your commitment to innovation and excellence in data solutions. I believe that my analytical skills, combined with my enthusiasm for learning and adapting to new challenges, would make me a strong fit for your team. I am eager to bring my background in data analysis and my proactive approach to problem-solving to contribute to your projects.

I look forward to the opportunity to discuss how my background and skills align with the needs of your team at Acme Corporation. Thank you for considering my application; I am excited about the possibility of contributing to your organization.

Sincerely,

Jordan Taylor