

Jessica Nguyen

January 16, 2026

Acme Corporation

RE: Internship Power Bi Developer

Dear Hiring Manager,

I am writing to express my enthusiasm for the Internship Power Bi Developer position at Acme Corporation, which I discovered on your careers page. As a senior Data Analytics major at State University, I am eager to leverage my skills in data visualization and business intelligence to contribute to your innovative team and help drive data-informed decision-making processes.

During my academic career, I completed a project where I developed an interactive Power BI dashboard to analyze sales data for a local retail business. This project not only enhanced my technical skills in Power BI but also taught me how to translate complex datasets into actionable insights. Additionally, I interned at XYZ Analytics, where I collaborated with a team to streamline reporting processes by automating data collection and visualization tasks using Power BI. This initiative reduced report generation time by 40%, allowing our team to focus more on strategic analysis.

I am particularly drawn to the opportunity at Acme Corporation because of your commitment to utilizing cutting-edge technology for data insights. I am eager to bring my analytical skills and my passion for data visualization to your team, and I am confident that I would make a meaningful contribution during my internship. I look forward to the possibility of discussing how my background, skills, and enthusiasms align with the goals of Acme Corporation. Thank you for considering my application.

Sincerely,

Jessica Nguyen