

**Robert Smith**

**Data Analyst Intern**

[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 was elated to learn about the Data Analyst Intern and was enticed to communicate with you to show my interest in being considered for the Data Analyst Intern. I am an ambitious and motivated professional with excellent communication skills and product expertise. And I firmly feel that my work experience and desire to succeed as Data Analyst Intern make me the ideal fit for this position.

I graduated from a prestigious university with a degree in mathematics. In my previous position, I was in charge of collecting and evaluating data from various sources to spot patterns and trends. I have expertise working with a variety of technologies and tools for data analysis, including SQL, Tableau, and SAS.

Summary of my key contributions include –

* Accolades from top management for creating effective Business Intelligence models.
* Ability to evaluate data from a plethora of sources and produce reports that non-technical individuals can easily understand.
* Produced accurate revenue forecasts, which led to a 30% progress in working capital.
* Applauded for being an excellent team player by being adaptable with the team, sharing expertise at work, and working together to achieve a common objective.
* Created dashboards that let users interact with the data and learn more about their business.

I get great satisfaction from analyzing large, complicated data sets and developing insightful, fact-based strategic suggestions. I'm enthusiastic to use my skill in data analysis to develop practical growth ideas for XYZ.

My ability to be an enthusiastic, compassionate professional would make a positive contribution to your institution. I would welcome an interview and hope to hear from you at your earliest convenience.

Sincerely,

[Your Name]