

Subject Line: Referred by Spencer Lee - Data Analyst Intern Application – Maya Bennett

Dear Melanie Hunt,

I am writing to express my interest in the Data Analyst Intern position at Apex Solutions Group. Spencer Lee from your analytics department informed me of this internship opportunity on your team and encouraged me to reach out directly to apply. As a data analytics student at Utah Valley University with hands-on experience using SQL, Python, R, and advanced Excel tools to analyze and visualize data, I am prepared to contribute meaningfully to your team.

Companies rely on data analysts to ensure data accuracy, identify meaningful trends, and present findings in a clear and actionable way. In a recent healthcare analytics project, I used SQL to extract and organize patient encounter data from a relational database, then applied Python to clean the dataset and analyze trends in hospital readmission rates. I developed visualizations to highlight patterns and summarized my findings in a concise report designed for non-technical stakeholders. These experiences developed strong problem-solving skills, precision, and the ability to translate data into actionable insights.

I have attached my resumé for your review and would welcome the opportunity to further discuss how my background and interest in analytics align with your team's needs. I can be reached at maya.bennett@email.com or 801-555-4477. Thank you for your time and consideration.

Sincerely,

Maya Bennett
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801-555-4477