

**Sample cover letter for supervised projects (internship) -** **spontaneous application**

The following letter demonstrates that the candidate has some of the professional, technical and transferable skills requested in the job description.

IMPORTANT NOTICE: candidates could use this letter as a template, changing a few words to adapt it to their situation. Avoid this practice, as employers will recognize it and deduce that you are not in a position to write your own letter.

Step 1: Position analysis

In order to write a cover letter when there is no posting, we recommend you look for comparable job offers from companies in the same sector in order to identify the type of responsibility and possible key words for this type of internship. We also suggest that you analyze the company’s web site in order to further determine your motivations to be part of their team.

For example: Data scientist position on indeed

* Address complex issues with analytical rigour and statistical methods to improve customer experience, marketing strategy, platform effectiveness and employee experience
* Highlight opportunities in data to generate new market opportunities and a better customer experience through the application of in-depth analytical solutions.
* Apply advanced statistical models to identify models and add predictive analyses to improve knowledge of large and complex data sets.
* Provide knowledge of technological and commercial trends and advice on potential benefits and impacts.

Step 2: Write the letter (next page)

Montreal, January 7th, 20XX

Mr. Zhang

Head of recruitment

ABC Inc.

555 Square Victoria, Suite 303

Montreal, Quebec H2Y 2J7

Subject: Spontaneous application for a data scientist internship

Mr. Zhang,

It is through its concern for excellence that ABC inc. has become one of the largest consulting firms in Canada. I would like to express my desire to work in a recognized multinational company dedicated to providing its clients with effective solutions in the fields of engineering, project management and new technologies, while seeking innovation, quality and sustainable development at all times.

As a student at the M. Sc. in Business Analytics – Data Science at HEC Montréal, I have to complete a 2 to 4 months credited internship in a company (supervised project) during the summer of 20XX, and I would like to offer my services to one of your teams in a Data Mining mandate, either in Montreal or Toronto.

Thanks to my cutting-edge training, I have acquired solid knowledge in the use of statistical tools and predictive models to support strategic decision-making. More specifically, courses in multidimensional data analysis, data mining and marketing have allowed me to build a solid background in business intelligence.

In addition, my BAA with a specialization in information technology has allowed me to acquire a good understanding of how organizations work, and how database programming can be used to generate new market opportunities as well as recommend business process re-engineering with the implementation of advanced statistical models. I was able to put my knowledge into practice during my internships at ABCD's head office, in a bilingual (French/English) environment.

As I wish to join an international consulting firm at the end of my studies in December 20XX, having the opportunity to do an internship with your company would allow me to demonstrate my abilities and potential to you.

If you are looking for a motivated, professional and data driven candidate, I am that person.  I would welcome the chance for an interview to discuss your needs and to outline my strengths in person. Also, if you would like more information about the credited internship - as well as the tax credit opportunities related to this internship - as part of my program of study, I would be pleased to provide you with additional information.

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Thank you for your time and consideration and I look forward to speaking with you soon.

Signature

Telephone number

E-mail address