

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

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

**IMPORTANT NOTICE**: Some candidates use this letter as a template and replace only few words to adapt it to their situation. **Avoid this practice** since employers will see the similarity and conclude that you are not able to compose your own letter.

Step 1: Position analysis

To write a cover letter when there is no posting, look for similar job offers, ideally from companies in the same industry, and identify the responsibilities that could be given to you. Also consult the website of the company you would like to join in order to confirm your motivations to be part of their team.

Example of a Data scientist position posted on the job portal Indeed:

* Address complex issues with analytical rigor 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, Month, day, 20XX

Name of the recruiter or hiring manager (if available)

Title

Name of the company

Adress

Montreal, Quebec H2Y 2J7

Subject: Application for a Data Scientist internship

Dear Madam, Dear Sir or, if you have the name of the person, Dear Mr or Mrs with Last name,

As a M.Sc. student in Business Intelligence at HEC Montréal, I have to complete a two to four months credited internship (supervised project) in a company during the summer of 20XX, and I would like to offer my services for a mandate in Data Mining to one of your teams.

Further 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 undergraduate degree in IT has allowed me to develop a good understanding of how organizations work, and how database programming can be used to generate new market opportunities as well as to recommend business process re-engineering with the implementation of advanced statistical models. Moreover, I was able to apply 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 show you my abilities and potential.

If you are looking for a motivated, professional and data driven candidate, I am that person.  I would welcome the opportunity for an interview to discuss your needs and outline my strengths. If you would like more information about the credited internship - as well as the tax credit related to this internship, I would be pleased to answer your questions.

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Thank you for your time and consideration.

Signature

Telephone number

E-mail address