

# FIRST NAME LAST NAME

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## NUTRITION AND PUBLIC HEALTH ADVOCATE | COMMUNITY & EMPLOYEE DEVELOPMENT SPECIALIST

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Dear NAME,

I am writing you to express an interest in the position of POSITION NAME. I am currently pursuing my Master's in Public Health through the University of Vermont's distance education program, concentrating my studies in XYZ. It is my hope to use this critical time in my career to take the theory, that I have learned to apply in the classroom, and merge it with experience in the field. As a new member in the XYZ community, I believe that I would be a great fit for this position.

What makes me a unique fit for the XYZ DEPARTMENT is the interdisciplinary nature of my education and background. Throughout my studies, I have led and been a part of numerous seminar style discussions. Time and time again, I have built and reinforced the importance of communication and collaborative dialogue to solve complex problems. Likewise, throughout the course of my public health education, I have taken advantage of numerous opportunities to interact with IRB-approved protocols, writing and disseminating questionnaires/surveys and data abstraction. While working with patients in the field and with hospital staff, I've learned how to communicate in a clear and concise manner, both orally and through written case reports.

My history has provided me with strong core abilities and an eye for detail which will allow me to excel in the capacities that I believe are necessary for a POSITION NAME such as the collection, analysis and interpretation of health-related data while assisting in the planning, implementation and evaluation of health practices. My expertise reflects a background that includes:

- Understanding **investigation procedures** with a strong knowledge of the patient interviews, crafting and distributing questionnaires, medical record abstraction and data systems.
- Maximizing **case reporting efficiencies** using electronic databases and statistical analysis tools, such as Excel, SPSS and the programming language R.
- Demonstrating capacity for **collection validating and analyzing** special data collection procedures and processes.
- Leading and coordinating people and resources, especially in a progressive **high-paced team environment** where creativity is highly valued.

As I begin my career in public health and XYZ, I am seeking to broaden and strengthen my understanding of public health practices while giving back to the communities I care about. I would be a great asset to your department as a POSITION NAME and look forward to the opportunity to tell you more.

My best,

YOUR NAME