



SPHTM RESUME & COVER LETTER GUIDE

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Resumes

What's the purpose?

A well written resume can be a window of opportunity for an interview, as it is typically the first glance an employer has of your qualifications. Resumes should be in reverse chronological order, jobs and experiences organized with the most recent first.

What should be included?

Header

- Name (Should be at the top of the document and your largest font)
- Tulane email address and cell phone number
- City, State
- LinkedIn Link (Optional)

Education

- University and Location
- Degree, Date
- Majors, Minors
- Study Abroad Programs
- For undergraduate students, high school can be removed
- For graduate students, you can begin to condense undergraduate extracurricular activities under this section

Experience

- Name of organization, location, job title, dates
- Use strong action verbs for each bullet point
- Describe the context of the situation and talk about the skills you developed along with tasks completed
- Experience can be one standalone section or multiple sections divided by theme (Public Health Experience, Additional Work Experience, etc.)

Leadership and Service Experience

- Organization, Role, Date, Description

Skills and Certifications

- Technical (includes computer and software systems)
- Language
- Certifications.
- Do not list soft skills.

Optional Sections: Relevant Academic Experience, Publications and Presentations, Professional Memberships

Writing Better Bullet Points

In order to effectively describe your experiences through bullet point descriptions, use strong action verbs, be succinct, provide specific examples, quantify accomplishments, and include industry specific buzzwords whenever possible.

Need some support? Utilize the PAR method:

P: Describe the project or task.

A: What activity did you do?

R: What were the tangible and quantifiable results?

Quick Tips



- A resume should be 1-2 pages. 1 page resumes are standard for undergraduate students, MHA students, and students interested in consulting.
- Choose an easy to read, professional font between 10.5-12 size.
- Use plain and consistent formatting without color.
- Use Microsoft Word. Do not use Google Docs, Canva, InDesign or any other graphics.
- Do not include references or "references available upon request" in your resume. These will be formally requested later.
- Include your undergraduate and/or graduate GPA if above 3.5.
- Utilize strong action verbs to begin your bullet points. Try not to repeat verbs.
- Be consistent. Maintain the same styles and formatting throughout your document.
- Email as a PDF whenever you can. No edits or formatting discrepancies will be seen this way.

Example

City of New Orleans

Intern

- Helped file city files on residents
- Reviewed documents with supervisors

Versus

City of New Orleans, Office of Emergency Preparedness

Data Intern, May 2024 - August 2024

- Independently organized 500+ files on 10 years of resident claim reports
- Reviewed information document requests with local internal auditors
- Compiled report, including infographics, presented to department leadership



Action Verbs

Development	Research Skills	Administrative	Editing	Leadership
Adapted	Analyzed	Administered	Converted	Appointed
Developed	Asses	Controlled	Edited Improved	Authorized
Effectuated	Calculated	Contributed	Recommended	Chaired
Formulated	Clarified	Coordinated	Revised	Contracted
Gathered	Collected	Facilitated		Controlled
Planned	Compared	Instructed	Organization	Coordinated
Reorganized	Compiled	Managed	Arranged	Decided
Translated	Conducted	Moderated	Catalogued	Delegated
	Detected	Prepared	Conduct	Developed
Ingenuity	Determined	Present	Delegated	Directed
Conceived	Diagnosed	Provided	Orchestrate	Emphasized
Constructed	Evaluated	Recruited	Organized	Enforced
Created	Examined	Scheduled	Sorted	Enhanced
Defined	Experimented	Supervised		Established
Designed	Explored	Trained	Interpersonal	Generated
Determined	Extracted	Utilized	Skills	Guided
Devised	Formulated		Advised	Handled
Established	Gathered	Follow-through	Advocated	Hired
Formed	Identified	Allocated	Arbitrated	Improved
Founded	Inspected	Completed	Communicated	Incorporated
Generated	Interpreted	Disseminated	Consulted	Initiated
Initiated	Interviewed	Enforced	Contracted	Led
Invented	Investigated	Executed	Counseled	Managed
Originated	Located	Expedited	Interviewed	Mobilized
Predicted	Measured	Implemented	Negotiated	Motivated
Produced	Organized	Installed	Observed	Oversaw
Proposed	Researched	Instituted		Planned
	Searched	Maintained	Conflict	Presided
Writing Skills	Solved	Performed	Resolution	Prioritized
Drafted	Summarized	Reported	Approved	Recommended
Integrated	Surveyed		Resolved	Strengthened
Summarized	Systematized	Improvement	Settled	
Wrote	Tested	Achieved	Solved	
	Verified	Demonstrated		
		Enlarged		
		Expanded		
		Increased		
		Strengthened		

Curriculum Vitae (CV)

What's the purpose?

A curriculum vitae (CV) is different than a resume in that it highlights education and experiences but is typically more focused on academic work including teaching and research. The purpose of a CV is to display your full history of academic work and is usually more appropriate for doctoral students or students applying to teaching and research roles.

What should be included?

Header

- Name (Should be at the top of the document and your largest font)
- Tulane email address and cell phone number
- City and State
- LinkedIn Link (Optional)

Education

- University and Location
- Degree, Date
- Concentration
- Title of Dissertation, Thesis
- Research Interests

Experience

- Use different categories including Public Health Practice Experience, Public Health Research and Teaching Experience, Additional Work Experience
- Name of organization, location, job title, dates
- Use strong action verbs for each bullet point
- Describe the context of the situation and talk about the skills you developed along with tasks completed

Publications and Presentations

- Full list of publications and presentations in APA formatting

Professional Memberships

- List all memberships and/or leadership roles in professional organizations

Leadership and Service Experience

- Cite any additional service outside of work duties including committee membership or board member work

Skills and Certifications

- Technical (includes computer and software systems)
- Language
- Certifications
- Do not list soft skills



How is a CV different from a Resume?

	CV	Resume
Who do you send to?	Fellow Academics, Faculty	Employers
Content	Academic/ Scholarly Achievements Experience, and Education	Experience, Education, Skills
Length	Multiple pages, Not Restricted	1-2 Full Pages
References	Can be Included	Not Included

Cover Letters

What's the purpose?

A cover letter is an introduction to both you and your resume that highlights only your most relevant work.

Write a new cover letter specific to each position, and try not to repeat the same content in your resume. A cover letter is also an example of your writing, so it should be proofread.

What should be included?

Paragraph 1: Introduce Interest

- Outline the position and company you are applying to.
- Mention who, if anyone, referred you to the position.

Paragraph 2 and 3: Why are you a good fit?

- Talk about your most relevant experiences, skills, and qualifications.
- Highlight two or three direct examples of your experience that connect to the skills and responsibilities for the position.

Paragraph 3: Reiterate Interest, Thank You, Next Steps

- Can be a continuation of paragraph 2 if more space is needed.
- Thank the employer for their time, and state that you look forward to speaking with them.
- Sign off (Sincerely,) and include your full name.

References

References typically should not be included in a resume or cover letter. These will be asked for either in your electronic application or after you have interviewed in person. Employers may ask your references for a more formal recommendation letter or they may follow up with questions over phone/ email.

Quick Tips

- Do your research on the company you are applying to before writing your cover letter.
- Write your cover letter in the active voice.
- Use the same header, font, and overall formatting of your resume.
- Address to a specific person. Try to find a hiring manager or HR contact on the employer website.
- Follow job position instructions on how to send your letter. Always send as a PDF.
- Cover letters should be one page or less.
- Focus on relevant skills and requirements for the position. Cover Letters should be tailored each time.

Quick Tips

- Try to identify 3-4 people to serve as your references before your job search. Examples can include past supervisors, faculty, or staff.
- Ask references for their permission before giving their information to an employer. Keep in touch with your references as your search continues and evolves.
- Choose only the people with whom you have had good interactions with. You do not necessarily have to include your current or most recent supervisor.
- Avoid personal references (family, friend, neighbor, etc.)
- Employers may request a formal recommendation letter or they may call or email your references, so be sure to provide accurate and up to date contact information.
- Do not include references in your resume or cover letter documents unless instructed to do so.

Darrian Diboll

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EDUCATION

Tulane University School of Public Health and Tropical Medicine

Bachelor of Science in Public Health, Minor in Psychology and Economics

New Orleans, LA

May 2025

- GPA: 3.79
- Honors: Merit Scholarship of \$16,000 annually, Dean's List (four semesters)
- Relevant Coursework: Biostatistics, Intro to Epidemiology, Maternal and Child Health, Healthcare Systems, Global Health, Pandemics and Public Health, Cell and Molecular Biology, Chemistry
- Accepted into Combined Degree Program, MPH in Epidemiology

DIS Copenhagen

Study Abroad Program

Copenhagen, Denmark

August 2023 – December 2023

EXPERIENCE

Tulane University, Department of Economics

Research Assistant, Health Equity and Access Lab

New Orleans, LA

June 2024 - Present

- Collect quantitative data and confirm data quality for two audit studies of discrimination: access to mortgage loans, and access to mental health care
- Research mortgage loan originators and mental health professionals and send them scripted emails
- Generate, clean, and merge secondary data that quantifies discrimination at a geographic level

ALL OF US

Service-Learning Assistant

New Orleans, LA

January 2024 - May 2024

- Recruited 100+ Tulane students and New Orleans community members to participate in NIH-sponsored health data collection
- Educated prospective participants on study's mission in precision medicine and health equity
- Completed CITI Good Clinical Practice, Conflicts of Interest, HIPAA, and All of Us research training

Stamford Hospital

Vaccine Ambassador

Stamford, CT

May 2021 - July 2021

- Facilitated COVID-19 vaccination scheduling for 200+ patients
- Disseminated information and literature about COVID-19 vaccination to increase vaccine awareness
- Directed patients through vaccination process in a clinic setting and shadowed healthcare professionals administering vaccines

LEADERSHIP AND SERVICE EXPERIENCE

Tulane University Rowing Association

Quartermaster, Varsity Athlete

New Orleans, LA

August 2022 - May 2023

- Served as primary contact and coordinator of Tulane motor pool transportation needs for a team of 50 athletes
- Managed a weekly schedule of 12 drives for practice and competition travel
- Recognized with the 2023 Leadership Award and most improved varsity rower

Delta Sigma Tau

Standards Board Member

New Orleans, LA

Jan 2024 - Present

- Enforce knowledge of national and chapter bylaws, and Tulane panhellenic rules

Philanthropy Chair

February 2022 - December 2022

- Raised \$3,000 for Prevent Child and Women Abuse America
- Delegated at the 2022 Leadership Convention and mediated weekly executive board meetings

SKILLS AND CERTIFICATIONS

Languages: English (native), Spanish (basic/intermediate)

Technical Skills: Microsoft Office Suite, Python, Canva, STATA

Certifications: HIPAA, CITI Conflict of Interest, CITI Good Clinical Practice for Clinical Trials with Investigational Drugs and Biologics

Tiffany Tidewater

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EDUCATION

Tulane University School of Public Health and Tropical Medicine

New Orleans, LA

Master of Public Health in Maternal and Child Health

December 2024

- GPA: 3.5
- Relevant Coursework: Social and Behavioral Aspects of Health, Monitoring and Evaluation of Health Programs, Key Policies and Programs in Maternal and Child Health

Bachelor of Science in Public Health, Minor in Anthropology

May 2023

- GPA: 3.9
- Undergraduate Thesis: African American Birth Matters: An Analysis of the Perspectives and Experiences of African American Doulas

PUBLIC HEALTH EXPERIENCE

Newcomb Institute at Tulane University

New Orleans, LA

Reproductive Rights and Reproductive Health Intern

March 2021 - June 2023

- Selected as a Research Assistant for Dr. Katherine Johnson in Tulane University's Dept. of Sociology
- Conducted 20+ qualitative interviews regarding the experiences and attitudes of Black women with breastfeeding in New Orleans
- Utilized statistical analysis software such as SPSS and Microsoft Excel to create graphs and analyze data trends
- Scrubbed and transcribed interview data for 200 interviews
- Presented a poster, "Health Research on Black Women," at the 10th Annual Conceiving Equity Conference

Tulane University School of Public Health and Tropical Medicine

New Orleans, LA

Undergraduate Research Assistant

November 2020 - August 2022

- Conducted independent research examining the disparities in reproductive health access for formerly incarcerated women with Drs. Janna Wisniewski and Brigham Walker of the Department of Health Policy and Management
- Orchestrated and managed 600+ interviews for physicians, formerly incarcerated women, nurses, and other healthcare providers

Planned Parenthood

Chicago, IL & New Orleans, LA

Strategic Partnerships & Health Education Intern

May 2021 – May 2022

- Conducted virtual programs for 40+ adolescent girls and boys in the Greater New Orleans Area regarding safe sex practices and healthy relationships
- Developed sex education specific content for various social media channels and webinars
- Facilitated outreach to local community organizations and schools for ongoing and new projects
- Performed community outreach through phone banking and virtual canvassing

Fundraising & Health Center Advocacy Intern

May 2020 – December 2020

- Conducted programs for young and adolescent Black girls regarding safe sex practices and healthy relationships
- Provided fundraising support for 10 local community partners throughout the Chicagoland area, raising over \$100,000 to expand the Planned Parenthood facilities and scope

LEADERSHIP AND SERVICE EXPERIENCE

The Well for Health Promotion at Tulane University

New Orleans, LA

Tulane University Peer Health Educator (TUPHE)

November 2020 – December 2021

- Advocated for and promoted healthy choices, personal well-being, and safety within the Tulane community
- Curated and facilitated innovative and inclusive workshops and events surrounding various topics such as sleep hygiene, sexual health, substance use/abuse, mindfulness, and sexual violence prevention

PROFESSIONAL MEMBERSHIPS

American Public Health Association, Student Member

August 2022 - Present

SKILLS AND CERTIFICATIONS

Languages: Spanish (Intermediate), English (Fluent)

Technical Skills: Microsoft Office, Google Workspace, Canva, Zoom, SPSS, Stata, MATLAB, Epic, MailChimp

Certifications: CITI Biomedical Ethics, BAACHUS Peer Health Educator, HIPAA Training

Gia Gibson

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EDUCATION

Tulane University School of Public Health and Tropical Medicine

Distance Learning

Master of Public Health in Community Health Sciences

August 2024

- GPA: 3.75
- Relevant Coursework: Health Policy and Management, Health Equity, Managerial Communications

University of North Texas

Denton, TX

Bachelor of Science Rehabilitation Sciences, Minor in Sociology

May 2022

PUBLIC HEALTH EXPERIENCE

Jubilee Park Community Center

Dallas, TX

Health Education Specialist

April 2022 - Present

- Distribute educational materials and local health resources at community events to promote awareness of public health issues including sexual health, nutrition, and disease prevention.
- Collaborate with volunteers at after-school programs for kids from low-income communities.

The CrowdDoing Program

San Francisco, CA (Remote)

Public Health Empowerment Pro Bono Coach

June 2024 - Present

- Empower clients with the knowledge, skills, and motivation to contribute to public health initiatives within their communities.
- Advise on health communication strategies.
- Design health education content using Canva for digital products and quarterly newsletters.

CLINICAL HEALTH EXPERIENCE

Elshatory Retina Associates, PLLC

Plano, TX

Administrative Supervisor and Patient Care Coordinator

July 2022 - Present

- Obtain insurance prior authorization, facilitate claim resolution, oversee practice medical billing/coding.
- Supervise team of 3 technicians to ensure highest level of patient care.
- Monitor medical materials and pharmaceutical stock, generate inventory reports.
- Educate patients on health insurance literacy.
- Provide resources and potential solutions to medical questions regarding retinal symptoms and diseases.

John F. Doctor, M.D.

Dallas, TX

Ophthalmic Technician

January 2022 - July 2022

- Provided support during patient check-in and intake for up to 50 patients per day.
- Evaluated patients' vision, intraocular pressure.
- Ensured patient concerns and symptoms were communicated to provider.

Autism Response Team

Frisco, TX

Registered Behavioral Technician (RBT)

March 2021 - December 2021

- Operated with BCBA to design 30+ individual treatment plans for children aged 3-12.
- Conducted Applied Behavioral Analysis therapy with children in all areas of the Autism spectrum.
- Coached parents on ethical behavior management strategies.

PROFESSIONAL MEMBERSHIPS

Alpha Epsilon Delta Health Pre-Professional Honor Society, Member

August 2022 – Present

Golden Key Honor Society, Member

August 2018 - Present

SKILLS AND CERTIFICATIONS

Technical Skills: Microsoft Office Suite, Google Workspace, Zoom, Nextech EMR, Epic EMR, eClinicalWorks, IntelliChartPRO, Availity

Certifications: CPR/AED, BLS, COA (Certified Ophthalmic Assistant), RBT (Registered Behavior Technician)

Tyson Tulane

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EDUCATION

Tulane University School of Public Health and Tropical Medicine

Master of Health Administration

New Orleans, LA

May 2025

- GPA: 4.0
- Relevant Coursework: Healthcare Analytics, Health Systems Concepts, Leadership & Ethics

Elon University

Bachelor of Arts in Public Health Studies, Minors in Biology, Policy Studies, and Business

Elon, NC

May 2022

- GPA: 3.85
- Honors: Graduated Cum Laude

HEALTHCARE ADMINISTRATION EXPERIENCE

Ochsner Health

Administrative Resident

New Orleans, LA

May 2024 - Present

- Support leadership with the development and facilitation of departmental projects while rotating between different locations throughout the system.
- Contribute to operational efficiency through Lean Six Sigma process improvement projects, quality and safety rounding, and research organizational outpatient services for region wide consistency.
- Participate in project-related meetings involving change management, patient experience, financial budgeting, and staffing regulation and raise questions for process improvements and supporting departmental goals.

Healthy Alamance

Public Health Intern

Burlington, NC

June 2021 - August 2021

- Measured analytical research for the 2021 Community Health Assessment on Alamance County, including levels of food security, clinical care rates, poverty levels, social and economic factors.
- Led preparations and operations for 10+ community events including weekly farmers' markets, the Juneteenth community celebration, and social media posts for mobile mammogram clinics.

ADDITIONAL WORK EXPERIENCE

Blue Cypress

Marketing Intern

New Orleans, LA

May 2023 - March 2024

- Executed audits on 20 partner contracts for data management projects utilizing the customer relationship management software system and Microsoft Office Tools.
- Conducted marketing research on executive leaders within associations to aid in the launch for the newly published book *Ascend: Unlocking the Power of AI for Associations*.
- Led organizational efforts for company-wide events such as arranging catering information, developing company swag items, designing promotional graphics, and creating interest forms.

LEADERSHIP AND SERVICE EXPERIENCE

Tulane University

President, Graduate and Professional Student Association

New Orleans, LA

May 2024 - Present

- Lead student governance for all graduate program's government organizations including the policies, rights, and affairs for about 6,000 enrolled graduate students.
- Represent the graduate and professional student voice as primary representative to university administration, facilitate interdisciplinary changes, liaise with undergraduate student government, and provide programming of special interest

University of Alabama at Birmingham Case Competition

Tulane University Team Member, Semi-Finalist

New Orleans, LA

February 2024

- Selected to advance as a semi-finalist to present solutions using strategic thinking and real-world problem-solving capabilities; Presented innovative recommendations to address challenges for pediatric behavioral health services.

PROFESSIONAL MEMBERSHIPS

American College of Healthcare Executives, Student Member

August 2023 - Present

SKILLS AND CERTIFICATIONS

Technical Skills: Microsoft Office Suite, Power BI, Tableau, Canva, EPIC, R Studio, Hubspot

Certifications: Lean Six Sigma

Kanoy Krewe

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EDUCATION

Tulane University School of Public Health and Tropical Medicine

New Orleans, LA

Master of Science in Biostatistics

August 2024

- GPA: 3.8
- Relevant Coursework: Database Management (A), Survival Data Analysis (A), Categorical Data Analysis (A-), Design of Experiments (A-), Regression Analysis (A), Principles of Sampling (A), Statistical Machine and Deep Learning (A)

Qinghai University School of Agriculture and Animal Husbandry

Xining, China

Bachelor of Science in Food Science and Engineering

July 2022

- Honors: Academic Excellence Scholarship, Merit Student, Outstanding Student Leader

PUBLIC HEALTH RESEARCH EXPERIENCE

Tulane University

New Orleans, LA

Research Assistant, School of Public Health and Tropical Medicine

January 2024 - May 2024

Graduate Thesis, Large Scale Sequencing Data Imputation Algorithm

- Independently developed an algorithm in Python and R to enhance missing value imputation in scRNA-seq data.
- Engineered model using low-rank approximation and graph-embedded variational autoencoders.
- Analyzed both simulated and real scRNA-seq datasets to validate the tool's effectiveness.
- Achieved superior imputation accuracy compared to previous methods, with results scheduled for publication in journals.

Research Assistant, School of Medicine

July 2023 - November 2023

Large Scale Sequencing Data Analysis

- Analyzed Alzheimer's disease scRNA-seq data using state-of-the-art RNA isoform quantification analysis tools.
- Created and deployed the 'One-Click Bulk RNA-Seq Pipeline' to automate parallel sample analysis and output reports.
- Developed Shell scripts to streamline and secure the management of Sudo permissions on Ubuntu systems.
- Managed a portion of the laboratory servers' operational maintenance and dataset backup.

Research Assistant, School of Medicine

June 2023 - July 2023

Clinical Trial Data Collection, Clean and Causal Inference Analysis

- Participated in a cohort study to evaluate the impacts of asthma and metabolic syndrome on COVID-19 outcomes.
- Performed data collection and cleaning from 164 hospitals across 23 countries.
- Led logistic regression analysis and hypothesis testing to assess impacts and utilized Multiple Imputation for missing data.

Qinghai University

Xining, China

Research Assistant, School of Agriculture and Animal Husbandry

October 2020 - April 2022

Graduate Thesis, Protocol Design, Data Collection, Data Analysis

- Conducted a data-intensive study to evaluate the effects of various heat treatments of meat on flavor and nutritional qualities
- Designed protocols and collected data using high-throughput techniques such as UHPLC and HS-GC-IMS.
- Applied ANOVA, Multiple Comparisons, and OPLS-DA with VIP for deep data insights.
- Derived significant conclusions through experiments and data analysis and published the findings in 'Molecular' journal.
- Extracted fava bean protein and Lycium barbarum polysaccharides for Diabetes research in mice.
- Assessed physicochemical properties of fermented protein, including soluble protein and polypeptide content.

ADDITIONAL WORK EXPERIENCE

National Practice Education Base for College Students

Xining, China

Team Leader, Intern

September 2021 - December 2021

- Led team to pretest and optimize production process of local specialty foods, estimating food risks and hazards.
- Analyzed taste and nutritional composition to optimize formulas and production methods through pre-experimental testing.
- Developed and executed a marketing plan based on consumer segmentation and market analysis.

Qinghai University School of Agriculture and Animal Husbandry

Xining, China

Teaching Assistant, Fundamentals of C++ Programming Experiment

April 2018 - September 2018

- Supported instructor by collecting and grading assignments, ensuring timely feedback.
- Supported 43 students, addressing questions, and clarifying complex programming concepts.
- Facilitated a lecture on “Usage of one-dimension array”.

LEADERSHIP AND SERVICE EXPERIENCE

Qinghai University Student Union

Director of Public Relations Department

Xining, China
August 2021 – July 2022

Jiaozue Railway Station

Volunteer

Xining, China
August 2018 – July 2022

PUBLICATION

Author, X., Writer, L., & **Krewe, K.** (2022). Effect of different heat treatments on the quality and flavor compounds of red Tibetan deer meat by Hs-GC-IMS coupled with multivariate analysis. *Journal Name for Research Article*, 28(1), 165. <https://doi.org/websitelink>

PROFESSIONAL MEMBERSHIPS

Association of Schools and Programs of Public Health, Student Fellow

August 2023 – Present

SKILLS AND CERTIFICATIONS

Languages: Chinese (Native), English (Fluent)

Technical Skills: R, Python, Shell, Linux, Git and GitHub, SAS, SPSS, Microsoft Office Suite, SQL, Google Office Suite, C++

Genomic Analytical Skills: Fastqc, STAR, Featurecounts, Seurat, Scanpy, DEG, Cell2location, SEDR

Laboratory Skills: Centrifuge, Kjeldahl, UHPLC, Lyophilizer, Spectrophotometer, Soxhlet Extraction, Membrane Separation, GC-IMS

Frankie J. Festival

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EDUCATION

Tulane University School of Public Health and Tropical Medicine

New Orleans, LA

Master of Science in Public Health in Environmental Health Science

December 2025

- GPA: 4.0
- Relevant Coursework: Biostatistics, Epidemiology, Health Systems Policy and Management, Design Strategies in PH Programs

Bachelor of Science in Public Health

May 2024

- GPA: 3.8
- Honors: Tulane Scholarship Recipient, Tulane Dean's List (6 semesters)

PUBLIC HEALTH EXPERIENCE

Jefferson County Health Department

Metairie, LA

National Environmental Public Health Intern (NEHA/CDC)

March 2024 - Present

- Performed inspections on FSOs, FREs, swimming pools, schools, and mobile home parks • Tracked public health nuisances and their environmental health effects (Microsoft Excel)
- Educated public regarding mosquitos and other vector controls
- Created documents for PHAB and health department accreditations
- Attended meetings for Community Health Improvement Plan (CHIP) and Community Health Assessment (CHA)

ADDITIONAL WORK EXPERIENCE

Boulevard American Bistro

Elmwood, LA

Hostess/Host Trainer

July 2022 - March 2024

- Facilitate a positive dining experience to ensure customer satisfaction, collaborating with other employees to maximize service efficiency
- Train 10+ prospective employees to complete job tasks effectively

LEADERSHIP and SERVICE EXPERIENCE

Alpha Phi Omega

New Orleans, LA

Member

January 2021 - August 2023

- Effectively reinforce building due to damages from rain at Point Au Chein Indian Tribal Center
- Expedite glass sorting at the nonprofit Glass Half-Full to make the process efficient
- Collaborate with other members to ensure the growth of our service
- Raised \$255 for Grace at the Greenlight who serves the homeless in New Orleans

Culture Aid NOLA

New Orleans, LA

Volunteer

January 2021 – August 2023

- Package 100 lbs. of dry and fresh goods in grocery bags weekly and distribute goods to the community
- Lead a distribution station to expedite dispersal of food and toiletries

New Orleans Recreation Department

New Orleans, LA

Volunteer

January 2021 – August 2023

- Acquire signatures for waivers for public to enjoy canoeing and kayaking
- Supervise 30+ youth in various outdoor activities and programs, including water safety and canoe instruction

PROFESSIONAL MEMBERSHIPS

National Environmental Health Association (NEHA), Student Member

August 2024 - Present

SKILLS AND CERTIFICATIONS

Languages: Spanish (Conversational)

Technical Skills: Microsoft Office Suite, Google Workspace, Zoom

Nasir Nola

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EDUCATION

Tulane University School of Public Health and Tropical Medicine

New Orleans, LA

Master of Public Health and Tropical Medicine

May 2025

- GPA: 3.8
- Relevant Coursework: Disease Prevention and Control in Developing Countries, Medical Helminthology, Medical Protozoology, Microbial Disease of the Tropics, Medical Virology

University of Gondar

Gondar, Ethiopia

Doctor of Medicine

November 2020

PUBLIC HEALTH EXPERIENCE

Tulane University School of Public Health and Tropical Medicine

New Orleans, LA

Research Assistant, Department of International Health and Sustainable Dev. December 2023 - December 2024

- Test and evaluate a chatbot designed to provide contraceptive method and support for women in Nigeria
- Collaborate with development team to identify and report system issues
- Conduct user testing and provide feedback to improve women's experience regarding reproductive health

Research Assistant, Dept. of Tropical Medicine and Infectious Disease

January 2024 - May 2024

- Managed and oversaw maintenance of 100+ *Aedes aegypti* mosquito colonies
- Conducted systematic literature review (50+ articles) on infectious diseases transmitted by *A. aegypti*

Wudassie Diagnostic Center

Addis Ababa, Ethiopia

Covid-19 Sample Collection Coordinator

February 2021 - July 2023

- Organized COVID group testing for 150+ passengers from France and China at Ethiopian airport terminals
- Verified passengers during transit period received covid test and result before departing terminal
- Consulted and linked patients who tested positive to Covid treatment center
- Engaged as a care provider and physician in free medical campaign programs

CLINICAL HEALTH EXPERIENCE

Tirunesh Beijing General Hospital

Addis Ababa, Ethiopia

Medical Doctor

December 2022 - July 2023

- Evaluated, diagnosed and treated 50+ patients per day in the outpatient and emergency departments
- Responded in the emergency triage department to treat emergencies
- Treated infectious diseases in the outpatient and inpatient settings and provided HIV screening

LEADERSHIP AND SERVICE EXPERIENCE

ET-120 Project

Addis Ababa, Ethiopia

Medical Doctor

March 2021 - July 2023

Jewish Voice International Ministries

Ambo Meda, Amhara

Medical Translator

March 2018

- Volunteered in a free medical clinic health to connect local patients and foreign doctors

PROFESSIONAL MEMBERSHIPS

American Society of Tropical Medicine & Hygiene, Member

August 2024 – Present

Doctors without Borders, Physician Member

December 2020 - Present

SKILLS AND CERTIFICATIONS

Languages: Amharic (Native), English (Fluent)

Technical Skills: Microsoft Office Suite, Google Office Suite, Zoom, SPSS

Certifications: Licensed Medical Practitioner (Ethiopia), Primary Health Care Clinical Practitioner (Ethiopia), CPR/AED, First Aid Training, Level I and Level II Research Coordinator by LA CaTS

John G. Wave, Ph.D.

Blacksburg, VA | (856) 555 - 0071 | jgwave3@tulane.edu | [LinkedIn](#)

EDUCATION

Tulane University School of Public Health and Tropical Medicine

New Orleans, LA

Doctor of Philosophy in Tropical Medicine

December 2021

- Dissertation Title: Exploring the microbial etiology of neurodegenerative disorders
- Honors: TNPRC Fellowship

Master of Science in Public Health and Tropical Medicine

December 2011

- Involvement: United States Peace Corps Master's International Program

Virginia Polytechnic Institute and State University

Blacksburg, VA

Bachelor of Science in Biological Sciences and Psychology

May 2008

American Institute for Foreign Study

Rome, Italy

Study Abroad Program

January 2006 – May 2006

PUBLIC HEALTH RESEARCH AND TEACHING EXPERIENCE

Tulane University School of Public Health and Tropical Medicine

New Orleans, LA

Research Assistant

August 2018 - Present

- Cleaned data for MACEPA malaria MDA study, 2019
- Reviewed and edited protocol for Attractive Targeted Sugar Bait (ATSB) Cluster Randomized Control Trial (CRCT) Zambia study for IRB submission.
- Developed survey forms in Comcare for cohort and cross-sectional data collection
- Developed cost data collection tool for ATSB CRCT in Mali, Kenya, and Zambia
- Drafted and Revised Documentation for Adverse and Severe Adverse Events for ATSB Zambia
- Graded discussions and essays for Cell Individual and Community undergraduate course as a Teaching Assistant as well as presented a lecture on neglected tropical diseases.
- Provided IT and other administrative support for Microbial Diseases of the Tropics Master's course
- Facilitated helminthology laboratory as part of the Helminthology course

Graduate Research Assistant - Entomology

April 2011 - December 2011

- Collected field specimens throughout New Orleans for surveillance of mosquito species
- Identified between species, sex, and parity of mosquito in both the adult and larval stages
- Maintained mosquitos and other vectors in the insectary

Case Western Reserve University/Papua New Guinea Institute for Medical Research

Papua New Guinea

Lymphatic Filariasis Research Manager

February 2016 - June 2018

- Managed all logistics of field sample collection teams and laboratory staff for the collection and processing of blood and stool sample in Dreikurs, East Sepik Province, Papua New Guinea.
- Created, modified and cleaned databases using collected primary data for three research studies on lymphatic filariasis at Case Western Reserve University
- Analyzed data in Excel for presentation at ASTMH, WHO and for use in upcoming publications
- Edited abstract and article drafts for publication
- Managed project finances and resources for DOLF (Death to Onchocerciasis and Lymphatic Filariasis), ELF (Eliminating Lymphatic Filariasis) and ICEMR (International Centers for Excellence in Malaria Research) studies in East Sepik Province.
- Conducted NIH Good Clinical Practices training for new staff and refresher training for continuing staff.
- Led weekly staff meetings
- Educated participating villages on study methods, purposes and outcomes in Tok Pisin
- Conducted interviews for new staff positions
- Processed blood samples for microscopy and stool sample using Kato-Katz and Mini Flotac Methods

Gloucester County Department of Health and Senior Services

Sewell, NJ

Data Entry Volunteer

July 2009 - August 2009

- Contributed to the quantification of target populations for H1N1 vaccine in Gloucester County by entering previous year vaccination reports and identifying demographic data through the US Census.

PUBLIC HEALTH PRACTICE EXPERIENCE

Goal Global Sierra Leone

Sierra Leone, Africa

Ebola Surveillance Manager

May 2015 - September 2015

- Provided support for District Surveillance Officer (DSO) refresher trainings alongside WHO and CDC
- Assisted in contact tracing and epidemiological follow up of Ebola cases within Cambia district
- Coordinated daily surveillance meetings
- Ensured 19 DSOs were fully equipped to respond to live and death alerts within Cambia district
- Liaised with other pillars, such as social mobilization to ensure a comprehensive response to Ebola in Cambia district.
- Participated in working groups, such as the Survivor Care Working Group and Cross-Border Working Group
- Co-facilitated the creation of a Research Program for the GOAL Ebola Treatment Center in Port Loko District
- Revised and cleaned formulas for Patient Disease Score, a formula created to track patient progress and outcome during his/her stay in the GOAL Ebola Treatment Center
- Cleaned and revised data in the Clinical Database for the purpose of retrospective studies

United States Peace Corps Response

Malawi, Africa

Malaria Coordinator

April 2014 - January 2015

- Designed and delivered regular training to all Malawi Peace Corps volunteers on malaria control and prevention
- Aligned Peace Corps Malawi's Five Year Stomping Out Malaria in Africa Strategic Plan to match the priorities and protocols of essential partners, including National Malaria Control Program (NMCP) and President's Malaria Initiative (PMI).
- Represented Peace Corps Malawi at implementing partner meetings including NMCP, Global Fund, and the National LLIN Task Force Committee for the upcoming bed-net Mass Distribution Campaigns in 2014 and 2015.
- Supported Peace Corps Malawi staff by providing technical guidance on malaria control and prevention, reviewing malaria grants and volunteer applications for Peace Corps' International Malaria Workshop.
- Developed and disseminated nine "Toolkits" to provide volunteers with easily accessible malaria Behavior Change Communication materials.
- Participated in Peace Corps' sub-Saharan Africa Malaria Initiative meetings both internationally through online monthly town hall meetings, and nationally with Peace Corps Malawi office staff and partners.
- Drafted the Five-Year Malaria Strategic Plan for Peace Corps Malawi and job descriptions for Peace Corps Malawi Stomping Out Malaria in Africa Team.
- Assisted NMCP's survey team in the 2014 Malaria Indicator Survey with data quality when entering household data into electronic forms.

United States Peace Corps

Malawi, Africa

Malaria Coordinator and Community Health Advisor

March 2012 - April 2014

- Launched Peace Corps Malawi's Malaria Initiative through collaboration with Peace Corps staff and stakeholders
- Trained Peace Corps volunteers on the fundamentals of malaria biology, prevention and control, and provided technical guidance on community-based programming for malaria prevention and treatment.
- Developed Behavior Change Communication program "Patch Session" to educate about bed-net care and repair
- Initiated cross-cultural community mobilization by working with village members in project implementation
- Facilitated behavior change interventions on malaria, HIV, and water and sanitation with local schools, village community members, and the Malawi Peace Corps Camp GLOW (Girls Leading Our World) participants.
- Linked village committees, leaders, and health staff with outside health organizations

Tulane University Medical School

Assistant Coordinator for Advanced Trauma and Life Support

New Orleans, LA

August 2010 - December 2011

- Assisted in the logistical planning of two-day workshops for residents, practicing physicians and nurses in emergency care.
- Assembled technical skill training stations for various practice emergency scenarios, including airway obstruction and severe wounds.
- Supported facilitators by keeping time, collecting and filing paperwork, and grading exams

Warm Hearth Kroontje Health Care Center

Certified Nursing Assistant

Blacksburg, VA

May 2007 - May 2008

- Ensured a safe living environment for residents by following infection control protocols and safety measures.
- Assisted residents with activities of daily living
- Performed routine health evaluation of residents through monitoring vital signs and recording daily activities.

LEADERSHIP AND SERVICE EXPERIENCE

Voices for Healthy Choices

President and PR Volunteer/Board Member

New Orleans, LA

September 2010 - December 2011

- Organized seminars in shelters across New Orleans on various health topics including sexual health, nutrition and exercise.
- Prepared, taught and facilitated discussion with the shelter residents

PUBLICATIONS

Author CL, Writer J, Facilitator N, Author 2 Y-C, Writer 2 S, **Wave J**, Facilitator 2 CW, Author 3 LJ, Writer 3 PM, Facilitator 3 GJ, Author 4 JW, *'A Trial of Tulane-Drug Solution for Lymphatic Filariasis'* Journal Name 379(4): 2017.

Author MA, Writer Q, Facilitator AM, Author 2 HH, Writer 2 D, **Wave J**, Facilitator 2M, *'Predicting Ebola Infection: A malaria-centered triage score for Ebola Virus Disease'* Journal Name (11) 6: 2016.

Author MA, Writer A, Facilitator AM, Author 2 HH, Writer 2 D, **Wave J**, Facilitator 2M, *'Predicting Ebola Severity: A Clinical Prioritization Score for Ebola Virus Disease'* Journal Name (11)2: 2016.

SKILLS AND CERTIFICATIONS

Languages: Italian (Fluent); Tok Pisin (Fluent); Chichewa (Intermediate); French (Intermediate), Spanish (Basic)

Technical Skills: Microsoft Office, STATA, R, SAS, EpiInfo, REDCAP

Trainings:

GIS Mapping and Data Analysis Training, USAID Malawi, September 2013

ArcGIS and QGIS Training, USAID Malawi, March 2014

Certified Nurse's Aide License, Commonwealth of Virginia, April 2007-April 2009

Stomping Out Malaria in Africa Bootcamp, US Peace Corps, February 2013

Grassroots Soccer HIV/AIDS Training, Grassroots Soccer, November 2012

Nathan Newcomb

Belle Chase, LA | (504) 555-0482 | nnewcom@tulane.edu | [LinkedIn](#)

EDUCATION

Tulane University School of Public Health and Tropical Medicine Distance Learning
Doctor of Public Health in Leadership, Advocacy, and Equity May 2025

Emory University Rollins School of Public Health Atlanta, GA
Master of Public Health in Behavioral, Social, and Health Education Sciences May 2022

- Certificate in Maternal and Child Health

University of Miami Coral Gables, FL
Bachelor of Science in Public Health; Minors in Chemistry, Psychology, and Sociology May 2018

- Cognates in Africa and the African Diaspora, Biology and Chemistry for Pre-Health

PUBLIC HEALTH WORK EXPERIENCE

Tulane University Office of Public Health Practice New Orleans, LA
Graduate Assistant March 2023 – Present

- Assisted with the coordination of MPH practicum affiliations, maintaining the current database of sites
- Create and maintain PowerPoint presentations for biannually Student APE Info Session and Faculty APE Info Session.
- Prepare APE Handbook Manual for students and create an APE process flow infographic to guide students and faculty in the steps for the APE process

Centers for Disease Control and Prevention Atlanta, GA
ORISE Fellow (Program Evaluation/Data Analysis) January 2023 - Present

- Apply program monitoring and evaluation best practices (i.e. CDC’s Program Evaluation Framework and other evaluation methodology).
- Synthesize and translate scientific and analytical information into communication products such as evaluation briefs, reports, dashboards, and PowerPoint presentations.
- Disseminate information to a variety of audiences internal and external to the CDC
- Perform mixed-method evaluation design, data collection, analysis, and management: survey design, key informant interviews, focus groups.
- Facilitate M&E strategic planning for programs (formative, process, and outcome program evaluations, logic models, indicators/measures, data sources).

The Emory University Initiative for Maximizing Student Development (IMSD) Program Atlanta, GA
Program Evaluator/Data Analyst December 2021 - August 2022

- Evaluated Emory’s STEM programs outcomes for undergraduate and graduate students surveyed
- Identified key themes from qualitative analysis of open-ended questions using MAXQDA
- Performed quantitative statistical analysis of closed ended questions using SAS
- Utilized Excel to create informative tables and graphs to describe results
- Assessed survey questions and proposing recommendations for survey improvement and administration for future dissemination.
- Reviewed IMSD programs at other college and universities to identify things other programs are doing that Emory's IMSD program can incorporate.
- Examined the IMSD’s program digital content on the website for improvement
- Developed a SOP for future program evaluations that will be conducted

Alaska Department of Health Remote
Title V MCH Intern May 2021 - July 2021

- Identified new potential members for the CYSHCN Advisory Committee through a review of resources across the state.
- Created an email template to be used for inviting new invitees to the August 31st new CYSHCN State Plan development meeting.

- Involved current CYSHCN Advisory Committee members in reviewing committee's work on the past 5-year CYSHCN state plan and recommendations for the new 5-year CYSHCN state plan by creating a semi structured interview guide and conducting 22 one on one key informant interviews
- Summarized data about the CYSHCN population in Alaska by updating the CYSHCN factsheet document with recent 2018-2019 data from childhealthdata.org
- Analyzed interviewee responses and created a 11-page key informant interview findings document that summarize the qualitative key themes from the interviews.
- Prepared and presented an oral PowerPoint presentation of results from the key informant interviews of the Alaska CYSHCN Advisory Committee to the current Advisory Committee members and staff from the Section of WCFH.

PUBLIC HEALTH TEACHING AND RESEARCH EXPERIENCE

Emory University Rollins School of Public Health

Graduate Teaching Assistant

Atlanta, GA

December 2023 - Present

- Update course syllabus and assignment documents
- Create PowerPoint slide deck for Community Partner Program descriptions
- Create mid-term and final group peer evaluations using Microsoft Forms
- Interact and assist students with questions in project group in-class work assignments
- Present class lecture for four course sessions: outcome evaluation; quantitative data collection; qualitative data collection; and making recommendations, disseminating results, and ensuring use.

Tulane University Cowen Institute

Data Analysis and Visualization Graduate Assistant

New Orleans, LA

November 2023 - Present

- Analyze data from 2023 annual poll survey of parents on the New Orleans public education system
- Create chart and graph data visualizations to communicate findings of the 2023 annual poll survey

Tulane University School of Public Health and Tropical Medicine

Community Health Program Evaluation Graduate Research Assistant

New Orleans, LA

October 2022 - Present

- Provide technical assistance and support for a formative and process evaluation of a community-based wellness promotion program among African American residents in New Orleans, I Deserve It.
- Assist with developing both qualitative and quantitative data collection methods and analyses
- Develop monthly data analysis report for ED visits to New Orleans East Hospital

ADDITIONAL WORK EXPERIENCE

Tulane University Office of Strategic Summer Programs, Pre-College Programs

Assistant Resident Director

New Orleans, LA

April 2023 - August 2023

- Assisted the Resident Director with residential programming development for pre-college participants, including asynchronous program content, finding programming resources, and researching campus and external partners.
- Ordered, organized, and maintained inventory of all residential programming supplies
- Organized logistics for weekend excursions and on-campus events during summer programming
- Provided logistical support in the hiring and onboarding of temporary and student residential staff
- Addressed and reported student safety and behavior issues by following program protocols during programming.

Emory University School of Medicine, Department of Human Genetics

Metabolic Camp Assistant Coordinator

Atlanta, GA

September 2020 - August 2022

- Collaborated with a multidisciplinary team to better understand the benefits of the social environment and education provided through Metabolic Camp in females ages 12 yrs. to adult
- Entered, cleaned, and updated camp data from camp years 2018-2022 in REDCap (staff applications - counselors, assistant counselors; campers' applications and documents, and alumni stats).
- Prepared recruitment materials for the 3-day Metabolic e-camp 2022 (designed the save the date flyer, camp counselor flyer, and assistant camp counselor flyer, compiled the camper packets for shipping).
- Coordinated a survey study to understand how alumni campers' previous participation at the Emory Summer Metabolic Camp may contribute to positive pregnancy experiences for PKU women.

- Designed study recruitment flyer using Canva, created the eligibility and demographic screening questionnaire in REDCap, updated the informed consent document in REDCap, developed an animated video to visually explain the research study to potential participants using Canva, developed quantitative pregnancy experiences surveys and qualitative semi-structured interview guides in REDCap.

MEMBERSHIPS

Atlanta-Area Evaluation Association Member

SKILLS AND CERTIFICATONS

Computer: Microsoft Office, Google Workspace, Zoom, Power BI, Canva, Mailchimp, Publisher

Technical: REDCap, Qualtrics, SAS/SPSS, basic R, MAXQDA, Piktochart

Certifications: CITI

Casey Du Monde

New Orleans, LA | (225) 555-0539 | cdumond@tulane.edu | [LinkedIn](#)

March 18, 2024

Aurrera Health Group
1400 K Street, Suite 204
Sacramento, CA 95814

Dear Hiring Manager,

I am writing to apply for the Policy Associate position for Medicaid Policy and Programs. My passion for health equity along with my strong organizational and communication skills would allow me to support Aurrera Health Group's mission of increasing access to quality healthcare for all. I am excited by the prospect of working at a woman-owned firm, as it was my mother's success as a professional woman that inspired me to pursue my own career goals. Having the opportunity to learn from women with a passion and expertise for healthcare equity would be an exciting and ideal environment to learn and grow.

My focus on healthcare policy in particular has allowed me to develop a comprehensive understanding of how the United States healthcare system functions, specifically in terms of programs such as Medicaid, Medicare, and CHIP. My experience in courses such as Health Systems Policy and Management and Formulation of Public Health Policy has allowed me to hone many of the practical skills necessary for successful policy analysis, including memo writing and efficient research. Case studies in these courses have exposed major health disparities that exist in the United States, which inspired me to structure my Senior capstone project around universal healthcare. With the supervision of my advisor, I am researching the healthcare systems of countries with universal healthcare as well as policy proposals that have been made in the United States on the topic of universal healthcare. Throughout this process, I have researched and synthesized data with the end goal of presenting recommendations on how the United States can provide more universal and equitable access to essential healthcare services.

In addition to my coursework, my involvement in extracurricular activities has allowed me to develop skills in organization, project management, and communication which would allow me to succeed as a Policy Associate. As the Elections and Transitions Chair for the Tulane Undergraduate Assembly, I have facilitated three election cycles to recruit new students into the Assembly while simultaneously planning retreats for the organization to promote community building. In my role as a student representative for the Tulane University Civic Engagement Coalition, I have worked closely with both the Vice President for Student Affairs and my fellow intern to plan and execute voter registration drives and have presented our work to the Board of Directors of the Center for Public Service. Being able to collaborate and communicate effectively with a diverse group of professionals to present solutions and resources on a given topic has helped me feel confident in my consulting abilities.

I believe my skills, background, and true desire to learn would make me a great asset to your team. I am eager to discuss our shared passion for health equity and how I can contribute to the success of Aurrera Health Group as a Policy Associate.

Thank you for your consideration.

Sincerely,
Casey Du Monde

Farrah Freret

New Orleans, LA | ffreret@tulane.edu | (678)-555-0506 | [LinkedIn](#)

November 3, 2023

Council for Foreign Relations
Iowa City, Iowa 52242

Dear Hiring Manager,

I am writing to apply for the Global Health Studies internship position at the Council for Foreign Relations this fall. With a deep interest in global health phenomena and a strong academic foundation in the field of public health, I am eager to contribute to the team's mission of addressing global health challenges through rigorous research and policy analysis. I am particularly drawn to CFR's Global Health Studies internship program because of its emphasis on research and writing within the context of international development and its impact on global health. It would be an incredible opportunity to further develop those skills under the expertise of research associates and fellows, who provide policymakers with evidence-based research analysis crucial to addressing a broad range of health challenges.

While pursuing my Bachelor of Science in Public Health, I have acquired substantial knowledge in health policy, infectious disease, international health issues, and the strategies used to implement effective interventions. My coursework has equipped me with robust research skills that would help me succeed in my role and be a valuable member of the Global Health Studies team. These skills include proficiency in conducting literature reviews, quantitative and qualitative data analysis, as well as strong writing skills. Complementing my public health curriculum, my major in Latin American Studies has also provided me the opportunity to study public policy in the Americas and explore how it affects the health and wellbeing of different populations. The prospect of assisting fellows and research associates with projects and research initiatives related to health legislation, non-communicable diseases, and responses to health issues aligns perfectly with my own career aspirations to influence policy and health initiatives in Latin America. In addition to my coursework, I have gained practical experience in research and data analysis through my internship at the Georgia Legal Services Program, where I conducted research for legal memos and the development of client resources. I have also conducted a qualitative independent study in Chile, where I explored the intersections of public policy and healthcare as it affects the quality of care the afro-descendant tribal population has access to. These experiences, coupled with my strong organizational skills and attention to detail, have prepared me to contribute effectively to CFR's research initiatives and publication.

I am particularly drawn to CFR's Global Health Studies internship program because of its emphasis on research and writing within the context of international development and its impact on global health. It would be an incredible opportunity to further develop those skills under the expertise of research associates and fellows, who provide policymakers with evidence-based research analysis crucial to addressing a broad range of health challenges. As someone who enjoys following developments in the Program for Monitoring Emerging Diseases (ProMED) and reading up about evolving health issues in the world. The prospect of assisting fellows and research associates with projects and research initiatives related to health legislation, non-communicable diseases, and responses to health issues aligns perfectly with my own career aspirations to influence policy and health initiatives in Latin America.

My resume is enclosed for your review. I would welcome the opportunity to discuss my qualifications further. Thank you for your consideration.

Sincerely,

Farrah Freret

Cover Letter Sample 3

Langston Lagniappe

Park Ridge, IL | (847) 555-0051 | llagnia@tulane.edu | [LinkedIn](#)

March 7, 2024

Hiring Manager
Cigna Healthcare
525 W. Monroe St. #1650
Chicago, IL 60661

Dear Hiring Manager,

I am writing to apply for the Health Engagement Consultant position you advertised via Indeed. This May, I will be graduating from Tulane University School of Public Health and Tropical Medicine with a Master of Health Administration. Throughout my time at Tulane, I have had opportunities to volunteer and complete coursework related to my interests within the realm of public health. I am passionate about wellness initiatives and am excited about the opportunity to promote well-being and organization.

I am strongly interested in healthcare equity as well as program development and management, and my academic background has allowed me to understand the importance of wellness initiatives, as well as the need for education and engagement of diverse populations. Some of my favorite courses have focused on proposing housing initiatives, such as master leasing in the New Orleans area in order to ameliorate the affordable housing crisis, while others have focused on public health policy, program implementation and management, and on the many inequalities in society regarding public health. I have previous volunteer experience as a research recruiter via All of Us, in which I had to clearly communicate with diverse populations while explaining to them what benefits they may receive by participating in the research study. In addition, I have job experience in the service industry that has strengthened my communication skills as well as my ability to build relationships with my peers, managers, and potential stakeholders.

As an administrative resident at Ochsner Health, I supported a stakeholder engagement initiative where I conducted qualitative interviews with patients, physicians, and staff to improve the patient experience. This role allowed me to hone my skills in data collection and stakeholder engagement, two requirements that are critical to the Consultant position.

Through my academic and previous work experience, I have developed the ability to convey important public health information with clarity, and am beyond capable of assessing health challenges, designing programs, and consulting with clients. I also know the importance of ongoing analysis when implementing programs and am skilled in delegating and supervising responsibilities effectively. Lastly, I believe I would be a powerful asset to have at Cigna Healthcare as I am extremely passionate about driving positive health outcomes.

My resume is enclosed for your review. I appreciate your consideration and any opportunity to further discuss my qualifications. I look forward to hearing back from you.

Sincerely,

Langston Lagniappe

Cover Letter Sample 4

Seth Shockwave

New York City, NY | (717) 555-4454 | smsnock2@tulane.edu | [LinkedIn](#)

February 6, 2024

The Washington Institute for Near East Policy
1111 19th Street, NW Suite 500
Washington, DC 20036

Dear Hiring Manager,

I am writing to apply for the Summer 2024 Intern Class at the Washington Institute for Near East Policy: I learned about this opportunity through Handshake. As a Master of Heath Administration student, I continue to sharpen research skills and gain experience that align with my passion for foreign policy and military security studies; I feel this would make me a prime candidate to join the work this institution is involved in.

My dedication to national security issues is evident in my internship at the United States Army War College, where I collaborated with Dr. Sue Benson, author of *The Lid Baden Papers*, on a project examining the historical evolution of "proxy warfare" in US government documents and its relation to counterterrorism policies post-9/11. This experience not only honed my research skills but also heightened my awareness of American foreign policy in response to news in the Middle East and North African region. My ability to think critically and navigate complex issues was further demonstrated in my examination of the legality of the 2003 US invasion of Iraq in my Middle Eastern Security and International Law courses. From evaluating the causes of the invasion to its implications for humanitarian consequences, I deepened my understanding of American policy and actions regarding nonproliferation.

Outside of academics, I am the Vice President of the Tulane Organization for Global Affairs (TOGA) where I have extensively utilized leadership and teamwork skills to coordinate the logistics of the club and the travel Model United Nations team. My extensive engagement in extracurricular activities has strengthened my ability to collaborate with diverse teams, a skill I believe would be invaluable in the collaborative setting of the Summer 2024 internship class.

I look forward to the opportunity to discuss how my experience and academic background can contribute to the Washington Institute's values and work. Thank you for considering my application.

Sincerely,

Seth Shockwave