



# 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?

### Contact Information

- Name (Should be at the top of the document and your largest font)
- Tulane or Personal email address and cell phone number
- Address (Include address if you are applying in the same city)

### 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

### Activities and Leadership

- Organization, Role, Date, Description

### Skills

- Computer, technical, language skills. Do not list soft skills.

## Quick Tips

- A resume should be 1-2 pages. If you commit to a second page, the second page should be nearly full.
- 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, or any other graphics.
- Do not include references or "references available upon request" in your resume. These will be formally requested later.
- 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.

# Curriculum Vitae (CV)

## What's the purpose?

While you may have heard about using a resume or CV, in SPHTM, a CV is typically used for Doctoral students with significant teaching and/or research experience. The purpose of a CV is to display your full history of academic work.

	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	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 position you are applying to.

### 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 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 technical skills to the position rather than your soft skills.

## 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.



# Action Verbs

<b>Development</b>	<b>Research Skills</b>	<b>Administrative</b>	<b>Editing</b>	<b>Leadership</b>
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	<b>Organization</b>	Coordinated
Reorganized	Compiled	Managed	Arranged	Decided
Translated	Conducted	Moderated	Catalogued	Delegated
	Detected	Prepared	Conduct	Developed
<b>Ingenuity</b>	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	<b>Interpersonal</b>	Generated
Determined	Extracted	Utilized	<b>Skills</b>	Guided
Devised	Formulated		Advised	Handled
Established	Gathered	<b>Follow-through</b>	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	<b>Conflict</b>	Presided
<b>Writing Skills</b>	Solved	Performed	<b>Resolution</b>	Prioritized
Drafted	Summarized	Reported	Approved	Recommended
Integrated	Surveyed		Resolved	Strengthened
Summarized	Systematized	<b>Improvement</b>	Settled	
Wrote	Tested	Achieved	Solved	
	Verified	Demonstrated		
		Enlarged		
		Expanded		
		Increased		
		Strengthened		

# Trudy Tulane

Arlington, TX  
214-555-5555  
ttulane@tulane.edu

## EDUCATION

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**Tulane University School of Public Health and Tropical Medicine** New Orleans, LA  
**Bachelor of Science in Public Health** May 2023

- Honors: Full-Tuition Academic Scholarship

**Mirabeau B. Lamar High School** Arlington, TX

- Honors: Honor Roll, National Honor Society, Spanish National Honor Society May 2019
- Activities: Student Government Committee Chairperson; Yearbook Editor, 2012-2013

## EXPERIENCE

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**Starbucks** Arlington, TX  
**Barista** Summer 2017 – Summer 2019

- Delivered friendly and efficient customer service, serving up to 50 drinks per hour at peak times
- Managed the cash register and handled over \$500 per shift in cash and credit transactions
- Earned “Employee of the Month” designation three times

## ACTIVITIES

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**Tulane University, Office of Admissions** New Orleans, LA  
**Tour Guide** Fall 2010- Present

- Promoted Tulane to prospective students and families through comprehensive guided tours
- Led two groups of 10+ prospective students on tour of campus each shift

**Global Health Brigades** Washington, DC  
**Intern** Summer 2018

- Co-organized summer public health program in Honduras which aims to empower communities to work toward health and economic growth through a student-led social responsibility movement
- Communicated with diverse Honduran populations in efforts to build bridges and reduce inequalities.

**Mano a Mano** Bogotá, Colombia  
**Volunteer** Summer 2017

- Participated in cross-cultural youth leadership and service program
- Crafted and delivered presentation to community groups in U.S. upon return
- Assisted under-resourced communities to resolve global health and economic disparities and inspire all involved to collaboratively work towards an equal world

## SKILLS

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- Languages: Spanish (fluent)
- Proficient with Microsoft Office Suite

# JANE G. WAVE

New Orleans, LA 70118 | jgwav@tulane.edu | (504) 555-5555

## Education

TULANE UNIVERSITY SCHOOL OF PUBLIC HEALTH AND TROPICAL MEDICINE *New Orleans, LA*  
Bachelor of Science in Public Health *May 2022*  
- Honors: Dean's List (all semesters)

## Experience

TULANE UNIVERSITY RESIDENTIAL LIFE *New Orleans, LA*  
*Resident Advisor* *August 2019 – Present*  
- Supervise, counsel, and advise 60 first-year student residents.  
- Design and implement weekly floor programs intended to educate and develop residents and their community.  
- Completed 100+ hours of training in conflict resolution, diversity, and leadership.

ALLIANCE FOR AFFORDABLE ENERGY *New Orleans, LA*  
*Energy Education Intern* *May – August 2019*  
- Planned, organized, and presented Energy Education Workshops to various elementary and middle schools throughout the Greater New Orleans/Louisiana area.

U.S. SENATE CAMPAIGN *Portland, OR*  
*Intern* *May – August 2018*  
- Collected information, maintained an internal database, wrote letters, participated in organizing conferences, and represented the candidate in statewide events.  
- Participated in fundraising events and personally raised \$10,000 through telephone pledges and door to door interactions.

## Activities

SIGMA DELTA TAU SORORITY *New Orleans, LA*  
*Community Service Chairperson* *August 2019 – Present*  
- Organize and lead several volunteer projects in the community, locations including the Louisiana Society of Protection and Care for Animals (LSPCA), Habitat for Humanity, and Boys and Girls Club of Southeastern Louisiana.

PUBLIC HEALTH SOCIETY *New Orleans, LA*  
*Member* *January 2020 – Present*  
- Attend events on campus promoting various public health topics and issues.

TULANE BALLROOM *New Orleans, LA*  
*Member* *August 2019 – Present*  
- Participate in the recreational group weekly to learn dance styles and engage with peers.

## Languages and Skills

- Fluent in Spanish, conversational in French
- Proficient in Microsoft Office Suite
- CITI Certification, *April 2019*

## CAROL L. TON

cton4@tulane.edu  
(504) 555-5555

### EDUCATION

#### **Tulane University School of Public Health and Tropical Medicine**

New Orleans, LA

Bachelor of Science in Public Health

May 2021

Minor: Political Science

- Honors: Dean's List; Delta Omega (Public Health) Honors Fraternity
- Study Abroad: University of Amsterdam (Summer 2018), coursework on International Health Systems and Management

### EXPERIENCE

#### **City of New Orleans Health Department**

New Orleans, LA

*Communications Intern*

January 2020 – present

- Built and presented a department social media strategy alongside the Director of Communications
- Designed flyers, infographics, electronic invitations, and other marketing material for major community events, shifting focus of content during Covid-19 pandemic.
- Developed and published social media content used to inform the citizens of New Orleans about ongoing and urgent public health issues and resources

#### **Memorial University Medical Center**

Washington, D.C.

*Ethics and Compliance Intern*

June 2019 – August 2019

- Created a database of over 300 physicians' NIH training status using Microsoft Excel
- Participated in bioethics meetings on a monthly basis to resolve patient dilemmas
- Attended Institutional Review Board meetings on a bi-weekly basis and prepared summation

#### **Mississippi Coastal Health District**

Biloxi, MS

*Data Analysis Intern, Department: Epidemiology*

April 2018 – June 2018

- Contributed to the research for a Ryan White CARE Act grant application
- Analyzed and interpreted data for a community needs assessment

### LEADERSHIP EXPERIENCE

#### **Public Health Undergraduate Student Government** New Orleans, LA

*Vice President, 2019-2020*

- Elected by fellow students to provide leadership to over 550 public health undergraduates
- Encouraged organization participation in community service in Tulane and New Orleans community

### PRESENTATIONS

#### **American Public Health Association (APHA) Annual Meeting**, Philadelphia, PA

*Presenter, November 2019*

- Selected as one of 15 applicants to conduct a poster session on New Orleans and Washington D.C.'s local solutions to global health problems

### SKILLS AND LANGUAGES

- Spanish (Conversational); French (Basic)
- Proficient with Microsoft Office Suite
- SPSS (Basic)

# Neaux LA

E-mail: [neauxla1@tulane.edu](mailto:neauxla1@tulane.edu) | cell: 012-123-4567

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## EDUCATION

**Tulane University School of Public Health and Tropical Medicine** New Orleans, LA  
Master of Health Administration May 2022  
- Accepted to the combined BSPH, MHA program

**Tulane University School of Public Health and Tropical Medicine** New Orleans, LA  
Bachelor of Science in Public Health and International Development May 2020  
Minor: Spanish

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## EXPERIENCE

**Office of Institutional Students and Scholars, Tulane University** New Orleans, LA  
*Graduate Assistant* February 2019 – March 2020  
- Provide leadership in the globalization of the university by supporting the Tulane international community serving as international educators, and facilitating cross-cultural interaction.  
- Conduct weekly seminars and trainings for the Tulane community alongside OISS leadership.

**Department of Global Health Policy and Management, Tulane University** New Orleans, LA  
*Teaching Assistant* January 2019 – May 2019  
- Lead seminars for 25 undergraduate students in *Introduction to Health Management* course.  
- Teach two sessions of *Introductory Health Policy* to 15 high school students in a visiting program.

**Center for Public Service** New Orleans, LA  
*Public Service Fellowship* May 2018 – December 2018  
- Promoted a campus culture of engagement, invigorated scholarship, and renewed Tulane's commitment to campus-community partnership via the student-focused and learning-centered fellowship.  
- Developed a personal philosophy on civic engagement.  
- Enabled faculty members to teach high quality service-learning courses and promoted engaged scholarship through their teaching and research.

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## LEADERSHIP ROLES

**The Cookbook Project** New Orleans, LA  
*Food Literacy Educator* October 2018 – December 2018  
- Empowered youth to improve their communities through nutrition and cooking education.

**MidCity Dance Team** New Orleans, LA  
*Vice President/ Dance Teacher/ Community Outreach Chair* August 2017 – May 2018  
- Communicated events and activities with the larger MidCity community, scheduled dance performances, and managed the club's online presence.

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## SKILLS

- *Computer:* Microsoft Office Suite; Final Cut Pro (Mac)
- *Language:* Spanish (conversationally fluent)
- *Certification:* CITI Certified

# Firstname Lastname

1 Canal Street, New Orleans, Louisiana 70112  
(504) 555-5555 • firstlast@tulane.edu  
linkedin.com/firstnamelastnamemph

## EDUCATION

### TULANE UNIVERSITY SCHOOL OF PUBLIC HEALTH AND TROPICAL MEDICINE

Master of Public Health (MPH), International Health and Development, May 2021

**Relevant coursework:** Monitoring and Evaluation of Maternal and Child Health, International Health Policy, Health Economics for Developing Countries, Malaria Prevention and Control

### TUFTS UNIVERSITY

Bachelor of Science (BS), Biology, May 2017

**Relevant coursework:** Global Health in the Developing World, Grant Writing, Biostatistics

## EXPERIENCE

### PEACE CORP Namibia

**Maternal and Child Health - Health Specialist Facilitator**, May 2017 – June 2019

- Collaborated with the Ministry of Public Health to routinely train health personnel and educate community members in maternal and child health, food security, women's empowerment, and community organization; Led five trainings to 100+ community members and administrators
- Analyzed and evaluated behavioral change components of current and proposed educational activities in the community
- Partnered with the district health coordinator to gather and analyze data; develop and present proposals at the municipal level regarding community programming

### JOHN SNOW, INC Boston, Massachusetts

**Health Services Intern**, May - August 2016

- Researched logistics for cost-effective methods for the distribution of contraceptives to low-income females in rural communities in Southeast Asia
- Developed a forecasting system for detecting contraceptive demand in rural communities in Southeast Asia; system implemented in JSI proposal in October 2016

### INTERNATIONAL RESCUE COMMITTEE New York, New York

**Health Information Specialist**, May - August 2015

- Provided data management support including database creation, data flow mapping, and data collection tool development
- Represented the IRC at various conferences and partnerships, including recruiting events.
- Collected data for research studies and surveys carried out for IRC-supported projects

### WHITE HOUSE INTERN PROGRAM Washington, DC

**Health Policy Intern**, May - July 2014

- Researched and co-authored reports on family health, including diabetes prevention and nutrition and HIV/AIDS
- Analyzed and reviewed regulatory developments with respect to the Affordable Care Act, and other health reform activities at the federal and state level

## **LEADERSHIP**

**President, School of Public Health and Tropical Medicine Healthcare Management Student Leadership Association, 2016**

- Coordinated with executive team to recruit members and hold meetings
- Planned \$10,000 annual budget with the Student Government Association

## **PUBLICATIONS AND CONFERENCE PRESENTATION**

**Name, F.** (2019), The Dividing Line: Urban Planning and Disaster Response in the Developing World. Poster Session. International Disaster Conference & Expo.

**Name, F.** (2018), International Health Care Reform: The Impact on Access and Distribution Efficiency. *American Journal of Child Health, 11*, 10-37

**Name, F.** (2018), Trapped in Abidjan: Effects of Poverty and Inequality on Health. *Journal of Public Health, 30*, 175-190

## **AFFILIATIONS**

- American Public Health Association, Student Member
- American College of Healthcare Executives, Student Associate

## **SKILLS**

- Language: Mandarin (Fluent)
- Statistical Software: SAS; SPSS; STATA; R
- Computer/Technical: Microsoft Office Suite

**Louis Armstrong**  
(504) 555-1121, [louisarm1@tulane.edu](mailto:louisarm1@tulane.edu)

**EDUCATION**

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**Tulane University School of Public Health and Tropical Medicine** December 2020  
Master of Science in Public Health in Biostatistics  
*Relevant Coursework:* Applied Regression Biostatistics, Epidemiologic Methods,  
Medical Entomology, Immunology, Pathogenic Bacteriology, Statistical Inference

**New York University** May 2018  
Bachelor of Science in Biochemistry  

- Involvements: Biochemistry Club (Member), Kappa Sigma Fraternity (Vice President of Leadership)

**WORK EXPERIENCE**

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**Teaching Assistant, Department of Biostatistics** January 2019 – Present  
Tulane University School of Public Health and Tropical Medicine New Orleans, LA  

- Lead supplementary seminars for 25 students in *Analysis of Categorical Data* course
- Teach two sessions of *Introductory Biostatistics* to 15 high school students in a program sponsored by the School of Public Health
- Adapt curriculum and teaching sessions to virtual formats alongside faculty

**Graduate Assistant, Career Services** January 2017 – May 2018  
New York University New York, NY  

- Maintained the internal job recruitment database (Handshake)
- Facilitated communication with students and faculty regarding job openings, internships and networking events
- Researched student resources on relevant career, job, and internship information
- Represented department through social media and created marketing materials

**Biostatistics Intern** Summer 2016  
Johnson Pharmaceutical Research Institute Raritan, NJ  

- Collaborated with research scientists on design and analysis of a randomized clinical trial with 400 participants for an investigational medication.
- Co-designed protocol and case report, from development and statistical programming to study report preparation. Report was presented to senior leadership team and used to guide future research

**Data Intern** Summer 2015  
New York State Psychiatric Institute New York, NY  

- Maintained and interpreted data through SAS, and reported statistical findings on child mental health impacts
- Created statistical models including advanced multivariate regression analysis to support a \$20 million NIMH-funded research project

## LABORATORY EXPERIENCE

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**Graduate Research Assistant, Wesson Lab** September 2018 – Present  
Tulane University School of Public Health and Tropical Medicine New Orleans, LA

- Research a novel antimicrobial compound against pseudomonas aeruginosa infections in mice
- Conduct a case study of container-breeding mosquitoes in New Orleans, LA

**Undergraduate Research Assistant** August 2016 – May 2017  
New York University Biochemistry Department New York, NY

- Assisted research in Human Genetics, Cytogenetics and Genotoxicology studies
- Characterized genotypes using starch gel electrophoresis; ran and partially analyzed results of ELISA, Western blot, protein crystallization, and cation exchange chromatography assays

## SKILLS

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- Advanced knowledge of MS Excel (including pivot tables and macros); MS Word; ArcGIS
- Statistical applications: SAS, SPSS, S-Plus, STAT, BMDP, SUNDANE and R
- Handshake (Career and Employer Database)

## LANGUAGES

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- Thai (Fluent)
- Swahili (Fluent)
- French (Fluent)
- English (Native)

## PUBLICATIONS

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Vivica Fox, Grace Jones, Mohammed Khan, **Louis Armstrong**, and Chris Christopher. “-Cell Receptor Signaling Pathways.” J Immunology. 2017 Nov. PMID: 00000000

## AFFILIATIONS

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- American Public Health Association, Member
- Society for Biostatistics, Member

# Trudy Tulane

Arlington, TX  
214-555-5555  
ttulane@tulane.edu

5 July 2020

Ms. Jane Smith  
Director, Human Resources  
Louisiana Department of Health  
Baton Rouge, LA 70821

Dear Ms. Smith:

I am writing to apply for the summer Bureau of Family Health Communications Internship. I learned about this opportunity through my research of Louisiana initiatives on health marketing and communications. My strong critical thinking and leadership skills would allow me to support the LDHH's goal of protecting and promoting the health of the communities in Louisiana.

My coursework at Tulane University School of Public Health and Tropical Medicine, community service experience, and involvement in student activities concerning public health have helped me to develop a fundamental understanding of key issues and the administrative skills necessary to contribute to this position. The accomplishment of which I am most proud of is my involvement in Global Public Health Brigades. Within this Tulane chapter of this organization, I participated in a nine-day trip to Honduras. This experience into healthcare delivery with a strong familial-based community allowed me to develop my communication skills through various channels.

My specific focus in epidemiology and the social and behavioral aspects of public health allowed me to develop an understanding of the distribution of diseases and the social processes that influence health statuses and interventions. Consequently, while in Honduras, I was able to effectively work with individual families, local schools, and community leaders in order to develop sustainable health solutions and establish a standard of health quality by emphasizing prevention and education. Additionally, my participation in the Global Public Health Brigades demonstrates my organizational and leadership skills, as well as my ability to work collaboratively with various parties.

I look forward to speaking with you to discuss my qualifications and the possibility of an interview. Thank you very much.

Sincerely,

Trudy Tulane

## JANE G. WAVE

New Orleans, LA 70118 | jgwav@tulane.edu | (504) 555-5555

July 6, 2020

Jonas Jones  
Country Director  
Ghana Health and Education Initiative  
P.O. Box 1  
Sefwi Bekwai, Western Region Humjibre, Ghana

Dear Mr. Jones:

I am writing to express my interest in your Malaria Prevention Volunteer position which was promoted by Dr. Gleckler at Tulane University. I am currently obtaining my Bachelor of Science in Public Health at Tulane University School of Public Health and Tropical Medicine and will graduate in May 2022.

My varied coursework has expanded my knowledge of the social concepts, determinants, and processes that influence health statuses and public health interventions. The most significant of these was the Social and Behavioral Aspects of Public Health course. Through this course, I have:

- Gained an understanding of how race, ethnicity, gender, and poverty form a basis for literacy in the social and behavioral aspects of public health.
- Developed the capability to provide insight with the populations I come across and develop an effective narrative for communicating psychosocial issues in public health.
- Converted theory into practice through community-based projects and research.

Additionally, my experiences and involvement in extracurricular activities have allowed me to develop skills in leadership, project management, and communication. For example, as the Chairperson for the Community Action Council of Tulane University Students, I am tasked with ensuring that the student body is presented with community service and volunteer opportunities in the Greater New Orleans area. In addition, as the Social Committee Chairperson of Sigma Delta Tau Sorority, I have planned and organized four events each attended by over 200 people.

I believe that my experiences and knowledge make me a strong candidate for your Malaria Prevention Volunteer position and would appreciate the opportunity to interview and further discuss how my qualifications and skills can contribute positively to Ghana Health and Education Initiative.

Sincerely,

Jane G. Wave

**CAROL L. TON**

cton4@tulane.edu  
(504) 555-5555

July 7, 2020

Sam Deaux  
Recruiting Manager  
National Network of Public Health Institutes  
1300 Connecticut Ave. NW, Suite 510  
Washington, DC 20036

Dear Sam Deaux:

Ms. Jane Doe, who is a former employee of the National Network of Public Health Institutes, suggested that I apply for the Research Analyst (HIV/AIDS) position. I believe that my analytical skills along with my research experience will enhance my ability to succeed in this role at NNPHI.

This past May of 2020, I graduated from Tulane University School of Public Health and Tropical Medicine with a Bachelor of Science in Public Health. My coursework and community related experience have provided me with a solid background in research. For example, last semester, I conducted research related to HIV/AIDS in Louisiana. As part of my research, I interviewed staff members at a HIV clinic, conducted community surveys and analyses on clinic use, and produced and presented a report to clinic management which recommended new community outreach techniques. My recommendations were implemented by management and resulted in a 5 percent increase in new patient clinic visits. My research was featured in the Times-Picayune, a local newspaper in New Orleans, Louisiana.

Additionally, I have honed my presentation and communication skills by participating in national conferences' presentations. Recently, I was selected as one of fifteen applicants to present a poster session on local solutions to global health problems at the American Public Health Association's Annual Meeting in Washington, DC. The experience I gained from my research in Louisiana and my presentation to a national consortium of public health practitioners make me well-equipped to succeed in this position.

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

Sincerely,

Carol L. Ton

## Firstname Lastname

1 Canal Street, New Orleans, Louisiana 70115  
(504) 555-5555 • firstlast@tulane.edu  
linkedin.com/firstnamelastnamemph

July 8, 2020

Tu Lane  
Recruiting Manager  
Bill & Melinda Gates Foundation  
Seattle, WA 98109

Dear Tu Lane:

My experience diving deeper into the field of international health and development at Tulane has only furthered my desire to work towards the Gates Foundation's goal of global health. I believe my experience, qualities and skills, and passion demonstrate my ability to be a strong asset to the Bill & Melinda Gates Foundation as a Maternal, Neonatal, and Child Health Program Officer. During a transitional year towards efforts focused around the global COVID-19 pandemic, I appreciate the opportunity to be flexible in providing the necessary skills to care for all, while impacting those in the maternal, neonatal, and children's programs as well.

My commitment to maternal and child health began with my experience as an undergraduate, when I was selected as a White House Health Policy Intern under the Obama Administration and became well-versed in the issues confronting the healthcare delivery system as well as the ways that politics and policy intersect. In my more recent internship at John Snow, Inc., I was an integral part of a team tasked with researching and developing a cost-effective proposal for the distribution of contraceptives to low-income females in rural communities in Southeast Asia. The proposal is currently being used in advocacy efforts and has made a strong impact on stakeholders and elected officials in Southeast Asia. I am convinced that my leadership and analytical skills and my familiarity with critical health issues make me an excellent candidate for this position, and I am confident that the culture of the organization is a good match for my personality, talents, and career goals.

I look forward to the opportunity to discuss how my educational credentials and experience in public health can contribute to the initiatives in which the Bill & Melinda Gates Foundation is engaged. Since I plan to be in the Seattle, WA metropolitan area from August 1-15, I will follow up with you shortly to find a time to meet at your convenience. I truly appreciate your consideration.

Sincerely,

Firstname Lastname

**Louis Armstrong**  
(504) 555-1121, [louisarm1@tulane.edu](mailto:louisarm1@tulane.edu)

9 July 2020

Michael Fitts, MD, MBA, MPH  
ICF, Inc.  
300 A Road Rd.  
Research Triangle Park, NC 27709

Dear Dr. Fitts:

Neglected Tropical Diseases remain a top concern among global health professionals and communities around the world, as they have for the past decade. I hope to continue finding preventable measures and cures for these diseases, through the role of Neglected Tropical Disease Advisor with ICF. As a Master of Science in Public Health student at Tulane University School of Public Health and Tropical Medicine, with extensive research experience, I can think of no better place for me to contribute my skills than at ICF.

As a Graduate Research Assistant at Tulane University, I have contributed to surveillance studies of various diseases including malaria and the West Nile virus. In addition, as a result of my strong platform and writing skills, I was selected as one of three student to present information and public health action plans to colleagues and public officials at a Tropical Medicine Symposium hosted by The American Society of Tropical Medicine and Hygiene. My experience researching and presenting information surrounding tropical diseases would allow me to succeed in ICF's mission to advise and educate all on public health topics globally, including neglected tropical diseases.

I feel confident that my competencies are applicable for the Neglected Tropical Disease Advisor position and would appreciate the opportunity to interview and further discuss how my qualifications and skills can contribute to ICF. Thank you for your consideration.

Sincerely,

Louis Armstrong