

*Your Name*

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(111) 111-1111, email@gmail.com

John Doe, MD, MPH  
Medical Director  
AIDS Institute  
90 Church St., 13<sup>th</sup> floor  
New York, NY 10007

March 3, 2016

Dear Dr. Doe,

It is with much interest and enthusiasm that I am applying for the Post-Graduate Internship at the New York State Department of Health AIDS Institute. I am a bilingual Spanish Major and Gender and Sexuality Studies Minor with years of dedication to HIV/AIDS Public Health Research. In my externship at the AIDS Institute during my freshman year, my experiences at the Young Adult Consumer Advisory Committee and HealthQual-International conferences affirmed and deepened my commitment to HIV Public Health work.

Directly following this experience at the AIDS Institute, I actively pursued internships in New York HIV Public Health. In 2014, I interned for Women's HIV Collaborative of New York, a non-profit dedicated to HIV prevention and care for minority women via community engagement and research. I helped the Collaborative expand its reach to Spanish-speaking communities by translating their informational pamphlets and newsletters. I was selected by the Director because of my strong interpersonal skills to co-lead HIV prevention workshops among Home Health Aides and to represent the agency at conferences, such as Iris House's *Women as the Face of AIDS Summit*.

In January of 2015, I sought another externship to gain further knowledge of the Public Health field at the Clinical Directors Network, a practice-based research organization. Due to my Spanish fluency and experience in HIV education and research, I was offered a summer internship with the Centering Pregnancy Plus (CP+) project, which incorporates HIV prevention into innovative group prenatal care for pregnant teenagers. As a Field Intern for CP+, I screened expecting mothers for eligibility and explained the project's goals of HIV prevention and improvement of healthcare services to potential participants and their families. I worked independently in the City's public hospitals and clinics with the highest rates of teenage pregnancy and learned from direct interaction with women of Hispanic, African-American and African descent.

I was rehired by the CP+ Project Manager the following summer as a Research Intern for the CDN. I compiled, interpreted and analyzed data from the Healthcare Associated Infections Conference and led the design and production of the final report. I helped train my coworkers in Excel and document formatting and I initiated a collaborative system that allowed interns to utilize their strengths and areas of interest to benefit the project. I was often asked by Senior Project Managers to contribute to their many research projects due to my strong work ethic and my ability to write thoroughly and efficiently.

I am enthusiastically applying for the Post-Graduate Internship position at the NYS Dept. of Health AIDS Institute. I would bring to this position my excellent academic writing and research skills developed as a Humanities Major and Social Science Minor at Haverford College. My strong commitment to HIV/AIDS research and prevention is reflected in my work experience. I believe my time management, professionalism and interpersonal skills make me an excellent fit for the Office of the Medical Director.

Sincerely,

Your Name