

Your Name

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John Doe, MD, MPH
Medical Director
AIDS Institute
90 Church St., 13th 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