Professional Templates for UTSA Public Health Students and Interns

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# Resume Template

**YOUR NAME**

City & State, Phone Number, Email Address, Optional LinkedIn Customized URL

**SUMMARY OF QUALIFICATIONS** (*list 3-5 strengths, certifications, languages, software, other relevant skills that align with position-use #,$,%, time)*

* Fluent in Spanish (reading, writing, speaking)
* 2 years’ customer service experience demonstrating quality communication and team work
* Proficient in the use of Microsoft Excel and PowerPoint, Zoom, and Facebook and Instagram
* Experience creating health education content relevant to community needs

**EDUCATION** (*Only add GPA if 3.0+, Do not round up*)

The University of Texas at San Antonio **Expected Graduation: Month Year**

**Bachelor of Science in Public Health, [include concentration if desired]** GPA: 3.39

Relevant Coursework (*List 4 of your upper-level courses that relate to the job/internship*)

|  |  |
| --- | --- |
| * Human Disease and Epidemiology
 | * Health Care System
 |
| * Special Studies in Public Health
 | * Epidemiologic Methods to Investigate Outbreaks
 |

**RELEVANT PROJECTS** *(list 2-3 of your course experiences- use #,$,%, time, be specific)*

**Pandemic effects on societal behaviors** *(name of project)* **Month Year**

* Reviewed scholarly sources to gather information and data on social impacts of COVID-19 pandemic
* Demonstrated quality writing and attention to detail through developing 20 page paper citing 15 resources in APA format

**RELEVANT EMPLOYMENT** *(list accomplishments as it relates to position- use #,$,%, time, be specific)*

**Research Assistant,** UTSA Department of Public Health, San Antonio, TX **Month Year –Month Year**

* Collaborated in a team of 5 to collect and analyze data
* Developed protocols for data collection, analysis, and dissemination
* Completed compliance training on research ethics

**ORGANIZATIONS & LEADERSHIP** *(name of organizations and leadership roles held if any)*

Public Health Society-***Vice President* Month Year-Present**

HOSA- Future Health Professionals-***Secretary* Month Year-Present**

**COMMUNITY INVOLVEMENT** *(name of event or place where volunteering took place)*

San Antonio Food Bank **Total hours (use for one-time or intermittent volunteering)**

Texas Disaster Volunteer **Month Year-Month Year**

**ADDITIONAL EMPLOYMENT** (*list if there is additional experience or longevity*)

**Team Member**, Costco, San Antonio, TX **Month Year-Month Year**

# Cover Letter Template



# Email Contact Template

Note, some sites require a formal application process through a website. For others, you can send an email inquiry using the template below. Notice this is similar in format to the cover letter.

[Greeting/salutation],

My name is \_\_\_\_, and I am a senior at UTSA majoring in \_\_\_\_\_. I am currently looking for an internship site for my last semester, [fall/summer/spring year]. I saw your organization on our approved site list and am interested in interning with you because \_\_\_\_\_\_\_\_\_ (be detailed - how does it align with your personal/professional interests and goals?).

I have attached my resume so you can read more about my education and experience. Please let me know if you would like to discuss this further. I am available at [UTSA email address] or by phone at [phone number including area code]. Thank you for your time.

Sincerely,

Your first and last name