

YOUR NAME

Address City, State, Zip, 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)
- 4 years' experience working in customer service demonstrating quality communication
- Proficient in Microsoft Office (Word, PowerPoint, Excel, Publisher & Outlook) Zoom, WebEx and Microsoft Teams
- Highly analytical through leading research projects designed to create awareness on infectious diseases
- Experience creating health awareness content and resources 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, Community Health and Preventive Services

GPA: 3.39

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

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

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

Server, Chick Fil A, San Antonio, TX

Month/Year –Month/Year

- Effectively answers customer's questions and provides solutions to concerns
- Collaborates on team of 12 employees to work together to execute duties and complete orders
- Assists manager with training new employees regarding processes and procedures
- Maintains high level of organization for quality outcomes and customer safety

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
- Developed engaging content and materials to educate public and dispersed to community partners
- Demonstrated quality writing and attention to detail through developing 20 page paper citing 15 resources in APA format

Community Health Awareness Week *(name of project)*

Month/Year

- Partnered with local non-profit to promote awareness and preventative measures of childhood obesity
- Coordinated meetings with program coordinators to design engaging event for community to promote awareness
- Planned community event activities resulting in 500 attendees
- Gathered attendee information to provide follow-up information as well as option to subscribe to community newsletter

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

Month/Year-Month/Year

Texas Disaster Volunteer

Month/Year-Month/Year

ASPCA Humane Society

Month/Year-Month/Year

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

Team Member, Costco, San Antonio, TX

Month/Year-Month/Year

[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

Contact Information

UTSA Rowdy
One UTSA Circle
San Antonio, TX 78249
(210) 458 -4589
career.services@utsa.edu

Today's Date

October 27, 20xx

Name of Hiring Manager (if known)
Title

Inside address

Company Name
Address
City, State Zip Code

Salutation

Dear Mr./Ms. or Hiring Manager for the _____ Position:

Introductory Paragraph

State the position for which you are applying and how you learned of the opening. Show your enthusiasm for the position, why THIS company/organization, why you would be a good fit (research the organization). Stimulate the employer's interest.

Body of Letter

Include a paragraph or two. Include a transition sentence to link your education, experience and skills to the needs of the employer. Provides a strong case for how your qualifications meet the employer's needs.
Highlight key strengths relevant to the position/job responsibilities;
Describe how you will add value to the organization now;
Describe how you will help the organization meet their future goals.
Indicate what makes you different from other candidates.

Closing Paragraph

Restate your interest in the position. State your hopefulness and excitement for the potential opportunity and next steps (an interview).
Provide your email and phone number where you can be reached if they would like more information.

Thank you in advance for your consideration.

Space for Signature

Sincerely,

Your Signature (Advantage of technology allows you to add a real signature here, take a picture and copy, paste.)

Typed Signature

TIPS TO SUCCEED IN YOUR INTERNSHIP

COMMUNICATION

EMAILS

- Address recipient in a formal manner
- Close email with your full name and contact info
- Follow-up with writing a thank you email
- Respond within 24 hours
- Use:
 - clear context and purpose
 - positive tone
 - professional font
 - correct spelling with a clear and organized structure
 - clear and meaningful subject line



ELEVATOR PITCH

- Introduce yourself
 - name, major, school, expected graduation
- Relevant experience/skills that aligns with career interests
- State career goals
- Engage with a question



NON-VERBAL COMMUNICATION

- Handshake or wave
- Make eye contact
- Good posture
- Smile
- Dress to impress (make a quality first impression)



VIRTUAL ETIQUETTE

- Turn on camera
- Minimize distractions
- Appropriate background
- Test technology beforehand
- Follow-up if there are connection issues
- Mute yourself if in large groups
- Speak to the camera
- Use hand icon to wait your turn to speak

DURING & AFTER YOUR INTERNSHIP

DURING

- Be professional
- Maintain a positive attitude
- Keep track of activities
- Network and build relationships
- Set goals and reflect on them regularly
- Create a lasting impression



AFTER

- Ask for feedback
- Write a thank you note to those who influenced your experience
- Keep in touch with connections
- Update resume

