

Header - student's name is **bolded** and in CAPS to stand out

CATHY HUNTLEY

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Lists an email address that is appropriate and easily identifiable to employer

Current Date

Rachel Rains
Executive Director
Health Access for All
123 Mountain Place
Main Town, CA 90005

This section mentions a particular class and how the knowledge relates to the position

Clear and concise introduction

Highlights a specific aspect of the organization that is appealing

When possible, address to a specific person

Dear Ms. Rains,

I am writing to apply for the Marketing Intern position at Health Access for All. I am a sophomore majoring in Public Policy Analysis with emphasis in Biology at Pomona College. I learned about this position through Pomona College's Career Development Office. What attracted me your organization is its clear mission to enhancing the wellness of those who lack access to adequate healthcare through education and outreach.

Last semester, I took a class titled, "The Politics of Food and Community" and studied how the lack of access to healthy food options for a community directly impacts the health and well-being of its residents. What was encouraging and inspiring about this class is how we examined communities that took a grassroots approach to advocating for greater health access through new park development and the availability of grocery stores offering affordable healthy food options (such as locally-sourced produce). In this internship, I would use this knowledge to present ways that Health Access for All can educate the community about food injustices through the organizations' website and ways that residents and community leaders can advocate for greater health access.

In addition, I currently serve as the Student Liaison for the Public Policy department at Pomona College. Through this experience, I have developed skills in effectively planning and marketing events. For example, I was responsible for **planning** a panel of education policy leaders last spring and I learned to **manage time effectively**, widely **market** the event to students, and **collaborate** with faculty to identify speakers. I would use these skills to effectively manage my time and plan community outreach events for Health Access for All.

I welcome the opportunity to put my skills and experience to work for Health Access for All and look forward to further discussing my qualifications in person. Thank you for your time and consideration.

Sincerely,

Cathy Huntley
Cathy Huntley

An electronic signature is not necessary, using a script font is suffice (font used: **freestyle script**)

Identifies ways this knowledge can be applied to benefit the organization

Specific skills are teased out from this experience (see highlighted phrases).