

Sample Resume and Cover Letter

Master of Public Health Student



LUCAREER
GET YOUR **START.**

Job Description

Working as part of the Behavioral Health Division and reporting directly to the program director, the policy analyst will be responsible for:

- Providing technical assistance focused on substance use disorders and mental illnesses;
- Analyzing relevant, administrative policy, research, and legislation;
- Coordinating with a team of expert consultants providing technical assistance

Duties include:

- **Cultivating relationships** across stakeholders involved with each grant program
- **Coordinating, leading, and documenting** site visits
- Maintaining regular **communication** with grantees
- Providing **guidance and resources** to assist grantees in meeting their program goals
- Contributing to the development of and facilitating grantee training activities, such as webinars and online learning communities
- **Documenting** technical assistance contacts and activities in a timely manner
- With guidance from senior staff, developing **written products**, including policy briefs, research memos, and presentations that concisely and clearly describe complex analyses and policy options to policymakers
- Contributing to the **development and implementation** of long-range strategies to guide the CSG Justice Center's substance addiction and behavioral health work
- Working with a wide range of **stakeholders** focused on city/county government, law enforcement, criminal justice and behavioral health technical assistance efforts
- Responding to requests from the field for information and resources
- Contributing to the **development of implementation tools** and protocols that build consistency in technical assistance service delivery among the team
- Conducting **policy analysis and research** support for the division as a whole, as needed
- Updating managers and senior staff on relevant project developments and other work in the field that impacts project goals
- **Participating actively** in staff discussions and strategic planning meetings

What you'll bring:

A bachelor's degree (required) and a graduate degree in a related field, such as behavioral health, criminal justice, law, public health, public policy, or social work (preferred)

When reviewing job descriptions, look for themes and keywords to guide content in your cover letter

Not many requirements are listed, so we have to look to Duties for clues on necessary skills

Themes in this description include transferable skills like relationship-building, writing, analysis and research

A foundation of knowledge in mental health, substance abuse and the justice system will be helpful to discuss

Bolded words are examples of keywords to integrate into your resume or cover letter

Cover Letter

1234 N. Roll Street
Chicago, IL 60626



January 13, 2021

Council of State Governments Justice Center
22 Cortlandt Street Floor 22
New York, NY 10007

Dear Hiring Manager,

It is ideal to address letters to a specific person, but when you don't have a name be sure to address to a title



As a May 2021 graduate of the MPH program at Loyola University Chicago, I am writing to enthusiastically apply for the Policy Analyst position with the Council of State Governments Justice Center. **My education and experience demonstrate my strong knowledge of public health and behavioral health, as well as my ability to develop strong relationships and manage programs.**

Your first paragraph should indicate what you are applying for, and also provide a brief value statement.



In my senior year at University of Wisconsin-Madison I volunteered with **Lakeshore Community Health Center**. This experience made me acutely aware of disparities in healthcare access as I encountered patients who had postponed medical or mental health treatment due to lack of insurance coverage. My interest in behavioral health as a public health need grew as a **Public/Community Health Intern** with SCO Family of Services. The most rewarding project I completed was a collaboration with the NY Office of Mental Health. As part of an interdisciplinary working group, I led a needs assessment to understand the behavioral and systemic contributors to mental health and wellness. The resulting program proposal is currently being implemented through multiple pilot SCO school and prison locations. Finally, as a volunteer **Community Coordinator** for NoStigmas, I respond to external requests and develop relationships with a variety of external constituents in order to build a strong support system for individuals struggling with mental illness and addiction. All of these experiences demonstrate my ability to develop strong partnerships with multiple partners, and to collect, analyze and interpret data to facilitate programming and policy decisions.

Applicant explains relevant experience in more detail.



I chose to pursue an MPH with the goal of addressing disparities in healthcare, and I quickly recognized that behavioral health was a major area of unmet need. My work experience has established a strong foundation of knowledge on the impacts of mental health on individuals and communities. My coursework has focused heavily on social determinants of health as well as policy and research. CSG Initiatives like the Justice and Mental Health Collaboration Program **demonstrate the important intersection of health and criminal justice**. This work is also closely aligned with my own professional interests and values, and I would welcome the opportunity to contribute to the develop of policies and programs that improve life for people and communities.

Tying experience back to the organization and position helps the reader assess fit. For many roles, showing a connection to the mission is also important.



I would bring to CSG a strong foundation of public health knowledge, as well as an ability to build relationships make data-driven program recommendations. I appreciate your time, and I hope to have an opportunity to share more about my experience in an interview. I can be reached at (773)508-7716 or ivymara@gmail.com.

Applicant closes letter reiterating the main points and provides contact info



Sincerely,
(Handwritten Signature)
Ivy Mara

Resume

Ivy Mara

ivymara@gmail.com
773-508-7716
Linkedin.com/ivymara

Listing coursework can help you spotlight relevant knowledge built through your program

EDUCATION

Loyola University Chicago

Master of Public Health

Public Health Policy and Management Concentration

- Coursework includes: Public Health Practice and Management, Public Health Policy, Health Program Planning and Evaluation
- GPA 3.8/4.0

Chicago, IL
Expected May 2021

University of Wisconsin-Madison

Bachelor of Science in Molecular and Cellular Biology

- GPA 3.6/4.0

Madison, WI
May 2019

Experience can be split into functional categories to keep the focus on relevant experience

RELEVANT EXPERIENCE

NoStigmas

Community Coordinator Volunteer

- Cultivate a peer support network for individuals with mental illness or addiction through targeted outreach
- Collaborate with community partners to brainstorm event alternatives during the pandemic
- Develop in-depth knowledge of mental health and substance abuse, as well as supportive resources

Chicago, IL
November 2020 – Present

SCO Family of Services

Public/Community Health Intern

- Collaborated with staff from the NY Office of Mental Health to determine areas of unmet need within the local community
- Entered and analyzed data from over 500 patient experience surveys
- Presented process improvement data and recommendations to senior leadership

New York, NY
May 2020 – August 2020

Lakeshore Community Health Center

Waiting Room Navigator Volunteer

- Served as a first point of contact for patients entering the center
- Educated patients about what to expect from their provider
- Provided basic assistance with Spanish language translation

Madison, WI
May 2019 – August 2019

Think about every experience through the lens of the role you are applying for. Consider duties and keywords that fit the needs of the position.



Graduate students can have a two page resume as long as experience is relevant

Part-time jobs can still add to your document if you showcase the transferable skills (here: developing relationships and teamwork)



ADDITIONAL EXPERIENCE

Starbucks

Chicago, IL and Madison, WI

Barista

August 2018 – Present

- Develop relationships with regular customers by demonstrating friendly and professional communication skills
- Collaborate with a team of up to 6 other baristas to ensure that orders were completed in a timely manner
- Create drink orders efficiently and according to high quality standards in a fast-paced environment

University of Wisconsin-Madison

Madison, WI

Research Assistant

August 2018 – May 2019

- Provided support to Dr. Dugan's aquatic research lab through lab maintenance and data analysis
- Ensured an organized and sanitary lab environment by conducting nightly cleaning
- Collaborated with a team of 5 other research assistants to ensure tasks were completed in a timely manner
- Entered data into SPSS and ran basic statistical analyses to interpret data

SKILLS

- Intermediate proficiency using SPSS and Tableau
- Advanced proficiency in Microsoft Excel
- Conversational Spanish language skill

A skills section should focus on technical skills, like computer and language skills

