

O'Donnell School of Public Health

Guide to Resumes, CVs & Cover Letters

Student Affairs & Career Services | UT Southwestern O'Donnell School of Public Health (OSPH)

How to Use This Guide

This guide is best viewed alongside your own resume or CV draft. Use it as a reference — copy a template or example, then tailor it to your own experience.

Have questions, or want your resume, CV, or cover letter reviewed? Upload it in 12Twenty for feedback, or email kyle.vanswol@utsouthwestern.edu to schedule an appointment with Student Affairs & Career Services.

A note before you start: a polished resume and cover letter get you into the conversation, but most public health positions are filled through professional networks and informational interviews, not job postings alone. Use this guide alongside — not instead of — networking through your Applied Practice Experience site, APHA/regional conferences, and OSPH's network.

Resume vs. CV: Which Do You Need?

Public health careers span practice, policy, and research settings, so OSPH students are often the ones deciding between a resume and a curriculum vitae (CV) — pick based on where you're applying, not your program.

- **Resume (1–2 pages, results-focused):** Government agencies, nonprofits, health systems, consulting, industry, most APE/practicum sites, and the large majority of MPH/MSHI job searches.
- **CV (as long as needed, comprehensive):** Academic, research, postdoctoral, and faculty positions; NIH/CDC fellowships; most Ph.D. and MSCI applications. A CV lists every publication, presentation, grant, and teaching role — it is not trimmed for length.
- **Not sure which one an opportunity wants?** Default to a resume unless the posting says “CV,” is at a university/research institute, or is research- or academia-track.

Keep a “master” version. Maintain one long, unedited resume or CV that includes every experience, publication, presentation, and accomplishment you've had — never trim this copy. When you apply somewhere, copy from it and cut down to a tailored, role-specific version.

Choosing a Resume Format

- **Chronological** — lists experience in reverse-chronological order. Best when you have a clear, continuous public health trajectory.
- **Functional** — organizes content by skill area rather than timeline. Useful for career changers, but harder for applicant tracking systems (ATS) to parse.
- **Hybrid (recommended)** — leads with a skills/competency summary, then a full reverse-chronological experience list. All resume examples in this guide use a hybrid structure.

CV Formatting Essentials

CVs (used for the Ph.D., MSCI, and most academic/research applications in this guide) follow stricter conventions than resumes:

- Include your name and a page number in the header or footer of every page
 - Name in 14–18pt, section headers in 12–14pt, body text in 10–12pt — one font throughout
 - Use active voice and avoid first-person pronouns (“Led a team of 4,” not “I led a team of 4”)
 - Never include SSN, age, gender, race, religion, marital/parental status, disability status, or a photo
 - List every publication, presentation, grant, and teaching role — a CV is not trimmed for length the way a resume is
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Resume/CV Checklist

Your resume or CV should meet these minimum content and formatting requirements before you begin submitting applications.

Content Checklist

- First and last name (middle name optional)
- One phone number, one professional email address
- City, state (full street address is optional)
- Education (reverse chronological): institution, degree/concentration, GPA (only if 3.0+), expected graduation, relevant coursework, honors
- Applied Practice Experience (APE) / Practicum — site, dates, and 1–3 bullets on deliverables
- Capstone or thesis project (title + 1–2 sentence summary), if applicable
- Work Experience (reverse chronological), bullets in Implied First Person starting with an action verb
- Research Experience, if applicable (PI/lab, methods used, your role)
- Leadership, volunteer, and community health experience
- Certifications and credentials (e.g., CPH exam eligibility/date, CITI training, CPR/BLS, GIS certificate)
- Technical / analytic skills (e.g., R, SAS, SPSS, Python, REDCap, GIS, Tableau)
- Language proficiency, if relevant to the role
- **CVs only:** Publications, presentations/posters, grants and fellowships, teaching experience, professional memberships (e.g., APHA, ASPPH)

Formatting Checklist

- Resume: 1–2 pages. CV: as long as needed
- Single-spaced, one font type throughout
- 10–12pt body font (18–24pt for your name)
- Consistent formatting for section headers, job titles, and organization names
- Dates of experience evenly aligned and identically formatted
- Bullet points evenly aligned
- Margins evenly spaced (½ inch to 1 inch)
- Saved and submitted as a PDF unless an application system requests otherwise

Your Resume/CV Should NOT Include

- Photos of yourself
- Personal details (date of birth, country of origin, age, sex, gender)
- Protected health information about clients, patients, or research participants — even de-identified project data should describe your role, not disclose sensitive details
- Names and contact information of supervisors or references (create a separate references page)
- The phrase “References Available Upon Request”
- Reasons for leaving former positions
- Salary information (unless specifically requested)
- Personal pronouns (I/me/my/they)
 - **Exception:** You may choose to include your pronouns after your contact information — optional, never required.

Good Fonts for Your Resume

Calibri · Times New Roman · Arial · Verdana · EB Garamond · Trebuchet MS

Public Health Action Verbs

Use these to open every bullet point. Favor verbs that show what you actually did with data, people, or programs.

A — Administered, Advised, Advocated, Allocated, Analyzed, Appraised, Assessed, Assisted, Audited

B — Briefed, Budgeted, Built (coalitions/partnerships)

C — Calculated, Campaigned, Coached, Coded (qualitative/quantitative data), Collaborated, Collected, Communicated, Compiled, Conducted, Consulted, Coordinated, Counseled, Created, Critiqued, Curated (data/programs)

D — Delivered, Designed, Developed, Diagnosed (systems-level, not clinical), Directed, Disseminated, Documented, Drafted

E — Educated, Enrolled (participants), Established, Evaluated, Examined, Executed, Expanded

F — Facilitated, Forecasted, Formulated, Funded (secured funding for)

G — Generated, Grant-wrote, Guided

H — Hosted

I — Identified, Implemented, Improved, Increased, Informed, Initiated, Inspected, Instructed, Interpreted, Interviewed, Investigated

L — Launched, Led, Liaised

M — Managed, Mapped (GIS), Mediated, Mentored, Mobilized, Modeled (statistical), Monitored, Motivated

N — Negotiated

O — Obtained (IRB approval, grants), Organized, Oversaw

P — Partnered, Performed, Piloted, Planned, Presented, Prioritized, Processed, Programmed, Promoted, Provided, Published

Q — Quantified

R — Recruited, Reported, Researched, Reviewed, Revised

S — Screened, Secured, Served, Spearheaded, Standardized, Streamlined, Strengthened, Summarized, Supervised, Surveilled, Surveyed, Synthesized, Systematized

T — Tabulated, Tailored, Tracked, Trained, Translated (research into practice), Triaged

U/V/W — Updated, Utilized, Validated, Visualized, Wrote

Turning Duties into Accomplishment Statements

For each experience, provide 1–5 bullets that describe your RESPONSIBILITIES, ACCOMPLISHMENTS, SKILLS developed, and TOOLS used.

Google's X-Y-Z formula: *Accomplished [X] as measured by [Y], by doing [Z].*

Fill in your own experience below:

Analyzed county-level surveillance data to identify a 15% increase in overdose-related ED visits, prompting a rapid-response outreach campaign.

Analyzed _____ to identify _____, prompting _____.

Recruited and enrolled 120 participants for a diabetes prevention cohort study by partnering with three community clinics.

Recruited and enrolled _____ by partnering with _____.

Coordinated a multi-site vaccination clinic serving 300+ residents, managing scheduling, cold-chain logistics, and volunteer staffing.

Coordinated _____, managing _____.

Developed a REDCap database that reduced data-entry errors by 30% across a five-site clinical trial.

Developed _____ that _____.

Translated a 40-page epidemiological report into a plain-language fact sheet, increasing community stakeholder engagement.

Translated _____ into _____, increasing _____.

Presented capstone findings on maternal health disparities to the Dallas County Health and Human Services Department, informing a policy brief.

Presented _____ to _____, informing _____.

Mapped food-access deserts across three ZIP codes using ArcGIS, supporting a grant application for a mobile market pilot.

Mapped _____ using _____, supporting _____.

Facilitated weekly health education sessions for 25 refugee families, adapting materials for low health literacy and language access.

Facilitated _____ for _____, adapting _____.

Co-authored a manuscript on social determinants of asthma outcomes, currently under review at a peer-reviewed journal.

Co-authored _____ on _____, currently _____.

Advocated for expanded Medicaid postpartum coverage by drafting testimony delivered at a Texas legislative hearing.

Advocated for _____ by _____.

Use the C-A-R Method to Write Accomplishment Statements

An accomplishment statement highlights a moment where your work made a difference. To write one, consider the Context, Action, and Result.

- **Context:** What was the problem or situation?

- **Action:** What did you specifically do? What skill or tool did you apply?
- **Result:** What happened — quantify it if you can.

Before and After

Original Statement	Accomplishment Statement
Worked on a health education project	Designed a bilingual diabetes-prevention curriculum for a community health center, which was adopted for use in 4 additional clinics after a successful pilot with 60 participants.
Helped with data analysis	Cleaned and analyzed a 5,000-record REDCap dataset in R to evaluate a smoking-cessation program, identifying a statistically significant reduction in relapse rates ($p < 0.05$).
Assisted with grant writing	Co-drafted the Aims and Evaluation sections of a \$250K CDC health-equity grant proposal that was funded.
Ran a health fair	Organized a community health fair serving 400 attendees, coordinating 12 volunteer screening stations and securing 6 local sponsors.

Career Readiness Competencies (NACE 8)

“What skills are employers looking for?” Defined by the National Association of Colleges and Employers (NACE), these are the 8 competencies that most demonstrate career readiness. How are you communicating these on your resume?

Career & Self-Development — Proactively grow professionally through learning, self-awareness, and networking. Example: pursuing a CPH credential, attending an APHA conference, seeking mentorship from a preceptor.

Communication — Exchange information clearly with diverse audiences. Example: translating epidemiological findings for a non-technical stakeholder audience.

Critical Thinking — Solve problems using sound, evidence-based reasoning. Example: interpreting surveillance data to recommend a public health intervention.

Equity & Inclusion — Engage equitably across cultures and challenge structural inequities. Example: adapting a health communication campaign for a population with limited English proficiency.

Leadership — Use personal and team strengths to reach shared goals. Example: leading a practicum team through a program evaluation under a tight deadline.

Professionalism — Demonstrate reliability, accountability, and sound judgment — especially important when handling sensitive health data. Example: maintaining IRB/CITI compliance throughout a research project.

Teamwork — Collaborate across disciplines and roles. Example: working alongside clinicians, policy staff, and community partners on an interprofessional care team.

Technology — Use technology ethically and effectively. Example: using R, SAS, GIS, or REDCap to manage and analyze public health data.

CEPH Foundational Competencies Quick Reference

MPH programs accredited by the Council on Education for Public Health (CEPH) — including OSPH — build toward 22 Foundational Competencies across 8 domains. Mapping your experience to these domains is a fast way to generate resume bullets and interview talking points.

1. **Evidence-based Approaches to Public Health** — epidemiological methods, data collection, biostatistics/informatics analysis, interpreting results
 2. **Public Health & Health Care Systems** — comparing health systems, addressing structural bias and inequity
 3. **Planning & Management to Promote Health** — needs/asset assessment, culturally-aware policy design, intervention design, budgeting, program evaluation
 4. **Policy in Public Health** — policy-making process, stakeholder engagement/coalition-building, advocacy, health-equity policy evaluation
 5. **Leadership** — management principles, negotiation and mediation
 6. **Communication** — audience-specific strategy, public health messaging, cultural competence
 7. **Interprofessional Practice** — integrating perspectives across sectors and professions
 8. **Systems Thinking** — applying systems-thinking tools to public health problems
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Resume/CV Templates and Examples

Model your resume or CV after one of the examples below.

Pro-Tips

- **Skip pre-made Word/Google Docs templates.** They're often not applicant-tracking-system (ATS) friendly and hard to edit. Use one of the layouts below.
- **Avoid tables and text boxes** in a resume that will go through an ATS, unless you're confident in your formatting.
- **Use dark, conservative colors sparingly** if you use color at all. Black is always safe.
- **Write and edit in Google Docs or Microsoft Word** — not Pages or Canva.
- **Professional Summary, not Objective.** A 1–2 line summary tells employers what you offer; an “Objective” just repeats that you want the job.
- **Lead with Education** unless you have significant paid public health experience — for most current students, your degree, concentration, and coursework are your strongest selling points.
- **Spell out acronyms** on first use (APE, CPH, CEPH, REDCap) unless the audience is guaranteed to know them.
- **Mirror the job posting's language.** Highlight the posting's keywords, then check how many appear on your resume in similar form.
- **Format for the ATS.** Most applications pass through an applicant tracking system before a person sees them. Use standard section headers, avoid special characters, icons, and graphics, and use conventional job titles.

MPH – Applied Epidemiology

Maria Chen

Dallas, TX | (214) 555-0142 | maria.chen@utsouthwestern.edu | linkedin.com/in/mariachen

PROFESSIONAL SUMMARY

MPH candidate in Applied Epidemiology with hands-on infectious disease surveillance experience, seeking an epidemiologist role in local or state public health.

EDUCATION

UT Southwestern O'Donnell School of Public Health, Dallas, TX

Expected 05/2027

Master of Public Health, Applied Epidemiology — Relevant Coursework: Infectious Disease Epidemiology, Biostatistics II, Outbreak Investigation, GIS for Public Health

Baylor University, Waco, TX

05/2024

Bachelor of Science in Public Health

APPLIED PRACTICE EXPERIENCE (APE)

Epidemiology Intern, Dallas County Health and Human Services

06/2026–08/2026

Investigated 25+ reportable-disease case reports, verifying data completeness in NEDSS and flagging 4 clusters for supervisor review

- Built a weekly surveillance dashboard in Tableau used by the epidemiology team to brief leadership
- Co-authored an outbreak summary memo presented to the county health director

RESEARCH EXPERIENCE

Graduate Research Assistant, OSPH Center for Infectious Disease Research

09/2025–Present

- Cleaned and analyzed a 10,000-record respiratory illness dataset in R, supporting a manuscript on seasonal transmission patterns
- Mapped case density by ZIP code using ArcGIS to identify priority intervention areas

WORK EXPERIENCE

Communicable Disease Data Technician, Waco-McLennan County Public Health District

06/2024–07/2025

- Entered and verified case report data for 15+ reportable conditions in the state's electronic disease surveillance system
- Assisted epidemiology staff with weekly line-list updates during a regional pertussis cluster investigation
- Trained 3 new part-time staff on data entry protocols and confidentiality procedures

SKILLS

R, SAS, ArcGIS, REDCap, NEDSS, Tableau, Epi Info

CERTIFICATIONS

CITI Human Subjects Research Training | CPH exam-eligible (Fall 2027)

MPH – Social & Behavioral Sciences

Devon Marshall

Dallas, TX | (469) 555-0187 | devon.marshall@utsouthwestern.edu

PROFESSIONAL SUMMARY

MPH candidate in Social & Behavioral Sciences focused on community-based health education, seeking a program coordinator role with a nonprofit or health system.

EDUCATION

UT Southwestern O'Donnell School of Public Health, Dallas, TX

Expected 05/2027

Master of Public Health, Social & Behavioral Sciences — Relevant Coursework: Health Behavior Theory, Community Health Assessment, Program Planning & Evaluation

APPLIED PRACTICE EXPERIENCE (APE)

Health Education Practicum Student, Los Barrios Unidos Community Clinic

06/2026–08/2026

- Facilitated 12 bilingual diabetes-prevention workshops for 90+ participants, adapting materials for low health literacy
- Conducted a community health needs assessment via 8 focus groups; findings informed the clinic's 2027 outreach plan
- Developed a promotora training curriculum, later adopted for new community health worker onboarding

WORK EXPERIENCE

Program Assistant, YMCA of Metropolitan Dallas

08/2024–05/2026

- Coordinated youth wellness programming for 150+ participants across 3 sites
- Trained and supervised 6 part-time program staff

LEADERSHIP

Vice President, OSPH Student Government Association

08/2025–Present

- Represent MPH student interests to program leadership; organized a mental health resource fair for 200+ students

SKILLS

Qualtrics, NVivo, Canva, bilingual (Spanish, fluent)

MPH – Health Economics, Systems, and Policy

Priya Natarajan

Dallas, TX | (972) 555-0163 | priya.natarajan@utsouthwestern.edu | [linkedin.com/in/priyanatarajan](https://www.linkedin.com/in/priyanatarajan)

PROFESSIONAL SUMMARY

MPH candidate in Health Economics, Systems, and Policy with legislative and health-system experience, seeking a health policy analyst role.

EDUCATION

UT Southwestern O'Donnell School of Public Health, Dallas, TX

Expected 05/2027

Master of Public Health, Health Economics, Systems, and Policy — Relevant Coursework: Health Economics, U.S. Health Policy, Healthcare Financing, Cost-Effectiveness Analysis

APPLIED PRACTICE EXPERIENCE (APE)

Policy Fellow, Texas Health and Human Services Commission

06/2026–08/2026

- Drafted a policy brief on postpartum Medicaid coverage extension, presented to a legislative staff working group
- Conducted a cost-effectiveness comparison of two proposed telehealth reimbursement models
- Analyzed CMS claims data in Stata to estimate coverage-gap impact on rural counties

CAPSTONE PROJECT

Estimating the Fiscal Impact of Rural Hospital Closures on Emergency Care Access in North Texas — quantified travel-time burden across 12 counties; findings shared with the Texas Organization of Rural & Community Hospitals.

WORK EXPERIENCE

Legislative Intern, Office of a Texas State Representative

01/2025–05/2025

- Tracked and summarized 40+ health-related bills for staff briefings

SKILLS

Stata, Excel (Advanced), Tableau, PowerPoint

MPH – Health Data Science

Ahmed Farouk

Dallas, TX | (214) 555-0129 | ahmed.farouk@utsouthwestern.edu | github.com/afarouk

PROFESSIONAL SUMMARY

MPH candidate in Health Data Science with a background in statistical programming, seeking a biostatistics or health data analyst role.

EDUCATION

UT Southwestern O'Donnell School of Public Health, Dallas, TX

Expected 05/2027

Master of Public Health, Health Data Science — Relevant Coursework: Applied Machine Learning for Health, Advanced Biostatistics, Health Informatics, Data Visualization

APPLIED PRACTICE EXPERIENCE (APE)

Data Science Intern, Parkland Center for Clinical Innovation

06/2026–08/2026

- Built a logistic regression model in Python to predict 30-day hospital readmission risk (AUC 0.79)
- Automated a weekly ETL pipeline in SQL/Python, cutting manual reporting time by 6 hours/week
- Created an R Shiny dashboard used by care-management staff to prioritize outreach

RESEARCH EXPERIENCE

Graduate Research Assistant, OSPH Health Data Science Lab

09/2025–Present

- Cleaned and merged 3 linked administrative datasets (n=200,000+) for a chronic-disease risk study
- Co-authored a conference poster on predictive modeling for diabetes complications

WORK EXPERIENCE

Junior Data Analyst, Texas Health Resources

07/2022–06/2025

- Built and maintained SQL-based reporting dashboards tracking patient throughput across 8 outpatient clinics
- Automated a monthly claims-reconciliation report, reducing manual processing time by 10 hours/month
- Partnered with clinical operations staff to translate data requests into analysis-ready reports

SKILLS

Python (pandas, scikit-learn), R (tidyverse, Shiny), SQL, Git, Tableau

M.D./M.P.H. Dual Degree

Sarah Kim, M.D. Candidate

Dallas, TX | sarah.kim@utsouthwestern.edu

PROFESSIONAL SUMMARY

Dual-degree M.D./M.P.H. student combining clinical training with population health research, pursuing a career at the intersection of clinical medicine and public health practice.

EDUCATION

UT Southwestern Medical School & O'Donnell School of Public Health, Dallas, TXExpected 05/2029 (M.D.), 05/2027 (M.P.H.)

Doctor of Medicine / Master of Public Health, Applied Epidemiology

APPLIED PRACTICE EXPERIENCE (APE)

Practicum Student, Dallas County HHS, Chronic Disease Prevention Division06/2026–08/2026

- Analyzed hypertension screening data across 6 federally qualified health centers to evaluate program reach
- Co-developed patient-facing materials on hypertension self-management, piloted with 150 patients

RESEARCH EXPERIENCE

Clinical Research Assistant, UT Southwestern Dept. of Internal Medicine08/2024–Present

- Enrolled and consented 80+ patients for a multi-site cardiovascular outcomes study under IRB oversight
- Co-authored an abstract accepted for presentation at the American Heart Association Scientific Sessions

WORK EXPERIENCE

Emergency Department Scribe, Parkland Memorial Hospital06/2022–07/2024

- Documented patient encounters in real time for 4 attending physicians across high-volume ED shifts
- Gained direct exposure to social determinants of health among an underserved patient population, shaping an interest in population health
- Trained 5 incoming scribes on documentation workflow and HIPAA compliance

LEADERSHIP

Co-Founder, Student-Run Free Clinic Chronic Disease Track08/2025–Present

- Designed a diabetes and hypertension management protocol used across 3 weekly clinic sessions

SKILLS

REDCap, CITI-certified, Spanish (conversational)

Ph.D. in Public Health (CV)

Curriculum Vitae — James Whitfield

Dallas, TX | james.whitfield@utsouthwestern.edu | ORCID: 0000-0000-0000-0000

EDUCATION

UT Southwestern O'Donnell School of Public Health, Dallas, TX Expected 05/2029
Ph.D. in Public Health, Health Data Science concentration. Dissertation (in progress): Machine Learning Approaches to Predicting Chronic Disease Risk in Underserved Populations, Advisor: Dr. [Name]

UT Southwestern O'Donnell School of Public Health, Dallas, TX 05/2025
Master of Public Health, Health Data Science

PROFESSIONAL EXPERIENCE

Biostatistics Analyst, Contract Research Organization 08/2021–06/2023

- Programmed SAS macros for interim safety analyses across 3 concurrent Phase II clinical trials
- Prepared tables, listings, and figures (TLFs) for regulatory submission packages
- Collaborated with biostatisticians and data managers to resolve data queries ahead of database lock

RESEARCH EXPERIENCE

Graduate Research Assistant, OSPH Health Data Science Lab 08/2025–Present

- Lead statistical modeling for an NIH-funded R01 study on cardiometabolic risk prediction (PI: Dr. [Name])
- Manage a linked dataset of 500,000+ patient records across 3 health systems

PUBLICATIONS

Whitfield, J., et al. (2026). Predictive modeling of cardiometabolic risk in safety-net populations. Journal name, in press.

Whitfield, J., et al. (2025). [Title]. Journal name, 12(3), 145–160.

PRESENTATIONS

Whitfield, J. (2026). [Title]. Poster presented at the American Public Health Association Annual Meeting, Dallas, TX.

GRANTS & FELLOWSHIPS

OSPH Dean's Doctoral Fellowship, 2025–2027

TEACHING EXPERIENCE

Teaching Assistant, Biostatistics II, OSPH Spring 2026

PROFESSIONAL MEMBERSHIPS

American Public Health Association (APHA) | Association of Schools and Programs of Public Health (ASPPH), student member

SKILLS

R, Python, SAS, SQL, machine learning methods, causal inference methods

M.S. in Clinical Investigation (MSCI) (CV)

Curriculum Vitae — Rachel Osei, M.D.

Dallas, TX | rachel.osei@utsouthwestern.edu

EDUCATION

UT Southwestern O'Donnell School of Public Health, Dallas, TX Expected 05/2027
Master of Science in Clinical Investigation

PROFESSIONAL EXPERIENCE

Resident Physician, Internal Medicine, UT Southwestern Medical Center 06/2021–06/2025

- Provided direct patient care across inpatient and outpatient internal medicine rotations
- Served as chief resident for the 2024–2025 academic year, overseeing scheduling and morning report for 24 co-residents
- Precepted medical students and interns on evidence-based clinical decision-making

RESEARCH EXPERIENCE

Clinical Investigator Trainee, UT Southwestern Dept. of Internal Medicine 07/2025–Present

- Designed a prospective cohort protocol evaluating a novel biomarker for early sepsis detection (IRB-approved)
- Co-manage a 4-site clinical trial coordinating team; oversee data quality for 150+ enrolled participants

PUBLICATIONS

Osei, R., et al. (2026). [Title]. Journal name, in press.

PRESENTATIONS

Osei, R. (2025). [Title]. Oral presentation at the Society of Hospital Medicine Annual Conference.

GRANTS & FELLOWSHIPS

UT Southwestern KL2 Career Development Pilot Award, 2026

CERTIFICATIONS

Human Subjects Research (CITI) | Good Clinical Practice (GCP)

SKILLS

REDCap, SAS, clinical trial design, regulatory (IRB/FDA) documentation

M.S. in Health Informatics (MSHI)

Tyler Brooks

Dallas, TX | (214) 555-0198 | tyler.brooks@utsouthwestern.edu | linkedin.com/in/tylerbrooks

PROFESSIONAL SUMMARY

MSHI candidate with a health IT background, seeking a clinical informatics analyst role supporting EHR optimization and data interoperability.

EDUCATION

UT Southwestern O'Donnell School of Public Health, Dallas, TX Expected 05/2027
Master of Science in Health Informatics — Relevant Coursework: EHR Systems Design, Health Data Standards (HL7/FHIR), Clinical Decision Support, Health IT Project Management

CAPSTONE PROJECT

Health IT Practicum Student, UT Southwestern Health Information Technology Services 06/2026–08/2026

- Mapped clinical workflow gaps across 3 outpatient clinics ahead of an EHR module upgrade
- Built a FHIR-based data-extraction script to support a population-health reporting requirement
- Co-led end-user training for 40+ clinical staff on a new clinical decision support alert

WORK EXPERIENCE

EHR Support Analyst, Regional Health System 06/2022–07/2025

- Resolved 500+ Epic support tickets; maintained a 95% same-day resolution rate
- Configured order sets and clinical decision support rules for the cardiology service line

SKILLS

Epic, HL7/FHIR, SQL, Python, Tableau

CERTIFICATIONS

Epic Certified (Ambulatory) | CAHIMS (in progress)

Graduate Certificate (Career Changer)

Lena Ortiz

Dallas, TX | (817) 555-0176 | lena.ortiz@utsouthwestern.edu

PROFESSIONAL SUMMARY

Public Health Graduate Certificate student transitioning from K-12 education to community health work, bringing 6 years of program coordination and community-engagement experience.

EDUCATION

UT Southwestern O'Donnell School of Public Health, Dallas, TX Expected 12/2026
Graduate Certificate in Public Health — Relevant Coursework: Introduction to Epidemiology, Social Determinants of Health, Program Planning & Evaluation

Texas Woman's University, Denton, TX 05/2018
Bachelor of Science in Education

APPLIED PRACTICE EXPERIENCE

Community Health Practicum Student, Dallas ISD, Student Health Services 06/2026–08/2026

- Assessed vaccination and chronic-absence data across 5 campuses to identify health-related barriers to attendance
- Co-developed a family health-literacy toolkit distributed to 300+ households

WORK EXPERIENCE

Program Coordinator, Dallas Independent School District 08/2019–Present

- Coordinate wraparound services (nutrition, counseling referrals, attendance support) for 400+ students annually
- Manage relationships with 8 community-based partner organizations

SKILLS

Excel, Google Workspace, community needs assessment, bilingual (Spanish, fluent)

Cover Letter 101

A cover letter introduces you, connects your experience to the specific role, and shows you understand the organization's public health mission — it does not repeat your resume line by line.

Structure

1. Opening paragraph: Name the position, where you saw it, and one sentence on why you're a strong fit.
2. Body paragraph(s): 1–2 specific examples connecting your APE, research, or work experience to the role's core responsibilities. Use the C-A-R method.
3. Closing paragraph: Reiterate interest, reference something specific about the organization's mission or population served, and thank the reader.

Tips

- One page, addressed to a named person whenever possible (“Dear Hiring Manager” only as a last resort)
 - Match tone to the setting — a state health department expects more formal language than a startup
 - Never copy-paste the same letter for every application — name the organization and role specifically
 - Proofread for the correct organization name in every instance
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Cover Letter Templates

Standard Cover Letter Template

[Your Name]

[City, State] | [Phone] | [Email]

[Date]

[Hiring Manager Name]

[Organization]

[Address]

Dear [Hiring Manager Name],

I am writing to apply for the [Position Title] at [Organization], as advertised on [source]. As a [Degree/Concentration] candidate at the UT Southwestern O'Donnell School of Public Health, I am eager to bring my experience in [relevant area] to [Organization]'s mission of [specific mission language].

During my Applied Practice Experience at [Site], I [Context] — I [Action], resulting in [Result]. This experience strengthened my skills in [skill 1] and [skill 2], both of which are central to the [Position Title] role.

I am particularly drawn to [Organization] because [specific, researched reason]. I would welcome the opportunity to discuss how my background in [area] can support your team. Thank you for your time and consideration.

Sincerely,
[Your Name]

“T” Cover Letter Template

A “T” letter maps the job posting's requirements directly against your qualifications — useful when a posting lists specific required skills.

Their Requirements	My Qualifications
[Requirement 1 from posting]	[Your matching experience, 1 sentence]
[Requirement 2 from posting]	[Your matching experience, 1 sentence]
[Requirement 3 from posting]	[Your matching experience, 1 sentence]

Bullet-Point Cover Letter Template

Useful for technical or data-heavy roles where scannability matters more than narrative prose.

[Opening paragraph as above]

In this role, I would bring:

- **[Skill/Competency]:** [1-sentence evidence from your APE, research, or work experience]
- **[Skill/Competency]:** [1-sentence evidence]
- **[Skill/Competency]:** [1-sentence evidence]

[Closing paragraph as above]

Cover Letter Examples

Applied Epidemiology — “T” Letter Example

Maria Chen

Dallas, TX | (214) 555-0142 | maria.chen@utsouthwestern.edu

March 3, 2027

Dr. Alicia Ramos
Epidemiology Division Director
Dallas County Health and Human Services

Dear Dr. Ramos,

I am writing to apply for the Epidemiologist I position with Dallas County Health and Human Services, as posted on the county's careers page. As an MPH candidate in Applied Epidemiology at UT Southwestern's O'Donnell School of Public Health — and a former intern in your Epidemiology Division — I would bring both familiarity with your team's surveillance systems and a strong analytic foundation to this role.

Your Requirements	My Qualifications
Experience with NEDSS or similar surveillance systems	Verified data completeness for 25+ reportable-disease case reports in NEDSS during my summer internship, flagging 4 clusters for supervisor review
Proficiency in R or SAS for outbreak analysis	Cleaned and analyzed a 10,000-record respiratory illness dataset in R as a graduate research assistant, supporting a manuscript on transmission patterns
Ability to communicate findings to non-technical audiences	Co-authored an outbreak summary memo presented to the county health director in plain, non-technical language

Dallas County's commitment to real-time, community-facing surveillance is exactly the kind of applied epidemiology work I want to build a career in. I would welcome the chance to continue contributing to your team full-time. Thank you for your consideration.

Sincerely,

Maria Chen

Health Economics, Systems, and Policy — Standard Letter Example

Priya Natarajan

Dallas, TX | (972) 555-0163 | priya.natarajan@utsouthwestern.edu

March 3, 2027

Hiring Committee

Texas Health and Human Services Commission

Dear Hiring Committee,

I am writing to apply for the Health Policy Analyst position with the Texas Health and Human Services Commission, as advertised on the state careers portal. As an MPH candidate in Health Economics, Systems, and Policy at the O'Donnell School of Public Health — and a former Policy Fellow in your agency — I am eager to continue supporting evidence-based health policy for Texans.

During my fellowship, I identified a gap in the state's understanding of how proposed telehealth reimbursement changes would affect rural access. I built a cost-effectiveness comparison of two reimbursement models using CMS claims data in Stata, which was incorporated into a policy brief presented to a legislative staff working group. This experience sharpened both my quantitative policy analysis skills and my ability to translate technical findings for a non-technical, time-constrained audience.

I am especially drawn to HHSC's ongoing work on rural health access, an issue I explored further in my capstone research on rural hospital closures in North Texas. I would welcome the opportunity to bring that research and my fellowship experience to a full-time analyst role. Thank you for your consideration.

Sincerely,

Priya Natarajan

Health Data Science — Bullet-Point Letter Example

Ahmed Farouk

Dallas, TX | (214) 555-0129 | ahmed.farouk@utsouthwestern.edu

March 3, 2027

Hiring Manager

Parkland Center for Clinical Innovation

Dear Hiring Manager,

I am writing to apply for the Data Scientist I position at the Parkland Center for Clinical Innovation, as posted on your careers site. As an MPH candidate in Health Data Science at the O'Donnell School of Public Health, and a former summer intern on your team, I know firsthand the analytic rigor your work requires.

In this role, I would bring:

- **Predictive modeling:** Built a logistic regression model predicting 30-day hospital readmission risk (AUC 0.79) during my internship
- **Pipeline automation:** Automated a weekly ETL pipeline in SQL/Python, cutting manual reporting time by 6 hours per week
- **Stakeholder-facing tools:** Created an R Shiny dashboard used by care-management staff to prioritize patient outreach

I am energized by PCCI's mission of using data science to close equity gaps in care, and I would welcome the opportunity to continue that work as a full-time member of your team. Thank you for your consideration.

Sincerely,

Ahmed Farouk

Social & Behavioral Sciences — Standard Letter Example

Devon Marshall

Dallas, TX | (469) 555-0187 | devon.marshall@utsouthwestern.edu

March 3, 2027

Ms. Carla Jiménez

Program Director

Los Barrios Unidos Community Clinic

Dear Ms. Jiménez,

I am writing to apply for the Community Health Education Coordinator position at Los Barrios Unidos Community Clinic. As an MPH candidate in Social & Behavioral Sciences at the O'Donnell School of Public Health, and a former practicum student at your clinic, I am eager to return in a full-time capacity.

During my practicum, I facilitated 12 bilingual diabetes-prevention workshops for more than 90 participants, adapting materials for varying levels of health literacy. I also led a community health needs assessment through 8 focus groups, and the resulting findings directly shaped the clinic's 2027 outreach plan. This work reinforced how much I value community-driven, culturally responsive health education — the same approach that defines your clinic's model.

I would welcome the opportunity to keep building on this work as a full-time member of your team. Thank you for your time and consideration.

Sincerely,

Devon Marshall

M.D./M.P.H. — Research & Clinical Fellowship Letter Example

Sarah Kim

Dallas, TX | sarah.kim@utsouthwestern.edu

March 3, 2027

Fellowship Selection Committee

American Heart Association

Dear Selection Committee,

I am writing to apply for the Population Health Research Fellowship, as advertised through the American Heart Association. As a dual M.D./M.P.H. student at UT Southwestern with concentrated coursework in Applied Epidemiology, I have spent the past two years building both the clinical and population-health foundation this fellowship requires.

As a clinical research assistant in the Department of Internal Medicine, I enrolled and consented more than 80 patients for a multi-site cardiovascular outcomes study, and co-authored an abstract accepted for presentation at the AHA Scientific Sessions. In parallel, my public health practicum with Dallas County Health and Human Services let me evaluate hypertension screening reach across six federally qualified health centers — an experience that sharpened my interest in the systems-level drivers of cardiovascular outcomes, not just the individual patient encounter.

I am drawn to this fellowship's focus on bridging clinical cardiology and population health, which reflects exactly the career I am building toward. Thank you for your consideration.

Sincerely,

Sarah Kim

Questions about this guide, or want a resume/CV/cover letter review? Contact Student Affairs & Career Services at osph@utsouthwestern.edu or upload your materials to 12Twenty.