Susie Student

5248 Foray Drive

Evansville, IN, 47711

16th June 2020

Vanderburgh County Health Department

Internship/Co-op

420 Mulberry Street

Evansville, IN 47713

I am writing in response to the Internship/Co-op position under the VCHD Administration division in Evansville. I am confident that my experience and education make me an ideal candidate.

Throughout my collegiate career I have successfully balanced a full-time job and college coursework, while maintaining an excellent grade point average. Working in marketing/advertising and attending classes geared towards Human Services has taught me valuable skills in working with the public. I have acquired excellent communication skills and my experience in promoting products and services has taught me how to engage customers effectively. My employment history has piqued my interest in working at the Vanderburgh County Health Department.

I am currently a student at the University of Southern Indiana, enrolled in Health Administration. I am looking for an internship for the fall semester. During my summer internship I have worked on several certifications that I believe would aid me in this position such as Coping with COVID-19, Fundamentals of Supervision and Management, and Individual Excellence to name a few. With these certifications I feel confident in working several different roles at your location and I would like to propose that I serve as an intern during the fall semester.

I would welcome an opportunity to meet with you to discuss more about this internship opportunity at your convenience. You may reach me at 812-573-9756 or

[Susiest@eagles.usi.edu](mailto:Susiest@eagles.usi.edu)

Sincerely,

Susie Student