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June 29, 2020

Utah Public Health Association
3760 Highland Drive, Suite 331
Salt Lake City, Utah 84109

Dear Mr. Paul Wightman,

Thank you for the opportunity to apply for the Community Health Worker Covid-19 Project Coordinator. After reviewing your job description, it is clear that you're looking for a candidate that is extremely familiar with the responsibilities associated with a Project Coordinator role and one who can perform them confidently. Given these requirements, I am certain that I have the necessary skills to be successful and perform above expectations.

I am a detail-oriented professional who has been consistently praised as responsible and efficient by my co-workers and management. Over the course of my 8-year career as Faculty in a Respiratory Therapy program, I've developed a skill set directly relevant to the role you are hiring for, including health education, cultural competency, and communication. Overall, I have consistently demonstrated critical thinking, organization, and leadership abilities in every aspect of my role as a respiratory therapist and as faculty at Salt Lake Community College and Independence University. I invite you to review my attached resume.

After reviewing my resume, I hope you will agree that I am the competent and competitive candidate you are looking for. I look forward to elaborating on how my specific skills and abilities will benefit UPHA and the community. Please contact me at 8015922778 or via email at crissistokes@gmail.com to arrange for a convenient meeting time.

Thank you for your consideration, and I look forward to hearing from you soon.

Sincerely,

Crissi Stokes, MPH, RRT