

Tansy M. Billin

91 Mascoma St. Lebanon, N.H. 03766 • billinayer@gmail.com • (603) 678-6580

June 29, 2020

Paul Wightman
Executive Director
Utah Public Health Association
P.O. Box 9387
Millcreek, Utah 84109

Dear Mr. Wightman,

I am writing to apply for the position of Covid-19 Membership & Communication Coordinator. I am a recent graduate from Brigham Young University. I majored in wildlife and wildlands conservation, through which I gained experience working individually and with teams on several research projects, both in the field and in the office. Currently, I am serving in my church's local Relief Society organization. This position requires empathy for others, good outreach skills, effective communication and planning. I also served a full-time service mission for my church in Argentina for a year and a half. There I became fluent in Spanish and experienced working cross-culturally and cross-linguistically everyday. Through these experiences I have developed strong leadership skills, concern for others, personal drive to complete projects and best practices for being supportive and efficient.

I have not worked with the CHW section before but I strive to make myself connected to the community I live in by making myself aware of needs and actively serving to meet those needs. At BYU I took international development courses that taught me the importance of taking care of the less privileged, being someone who listens to the voices of the community and the power of using educational outreach to change cultural practices for the better. I know that health and education can greatly reduce poverty. I am passionate about being part of bettering the community and am looking for relevant career experiences.

My enclosed resume will give you more insight into my skills and experience. I will contact you again in a week or so to follow up on this letter. If you have questions please feel free to email or call. Thank you for your consideration.

Sincerely,

Tansy Billin