

# Jeremy Carter

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June 30, 2020

Utah Public Health Association  
3670 Highland Drive #434  
Salt Lake City, UT  
84106

Dear Paul Wightman,

Rachel Lovejoy, my Executive Director at Community Health Connect informed me the three open positions at the Utah Public Health Association. I read over the position descriptions and they stood out to me and sounded like something that I would enjoy doing. Since I am still a student at Utah Valley University, I am interested in the part time positions: COVID-19 Membership and Communication Coordinator and COVID-19 Outreach d Partnership Coordinator. Please consider me for either of these positions; I have outlined my qualifications below.

My combination of coursework and work experience in the field enable me to apply academic, coaching, and practical skills toward any task. My studies have enabled me to understand the constant need to lead and support the organization's mission. Throughout my many different positions, giving training and leading by example has been a key role to my success and the success of the teams that I am a part of.

I will also benefit the Utah Public Health Association with my dedication to excel from one achievement to another. I love taking on challenges and coming up with solutions to result in the best outcome. Involving others is essential. I am outgoing and love to help get others involved. I was able to create results far beyond what I thought was possible due to my performance and leadership, as you can see in my enclosed resume. I am dedicated to continuing the growth which has already been established and become a crucial member on your team.

I would appreciate the opportunity to visit with you in person (or via another method if convenient for you, due to COVID-19) about the Project Membership and Communication Coordinator and Project Outreach and Partnership Coordinator. I believe that I will be a good fit with your team. Please contact me at (801) 319-0680 or email me at [carterjeremy2@gmail.com](mailto:carterjeremy2@gmail.com) to set up a time that we can meet. I look forward to hearing from you.

Sincerely,

*Jeremy Carter*

Jeremy Carter

Enclosure