

Jane Doe

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University of Chicago Urban Labs
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The desire to address health inequities by conducting research has always been a passion and interest of mine. That is why majoring in Community and Global Public Health has enabled me to learn the skills and tools needed to address and understand the root causes of health inequities. I am interested in the Project Associate (Project Management) position because I want to work for an organization that conducts research and is making a positive impact on the communities they work with. I know that Urban Labs is doing just that, and I am someone who strongly believes in the mission which is to address challenges that impact people's lives in order to improve it. I am eager to put to work my skills in teamwork, research, verbal and written communication, and attention to detail.

When I conducted research at Santiago, Chile, my role was to come up with my research question using data that was already collected. I also conducted a literature review on my research topic, which later helped me when writing my research paper. While conducting my own research, I aided my professor with her other research. By helping my professor, I worked with other research assistants to complete the tasks and we completed them on time. Through the different research projects, I collected data from the participants, synthesized the data into Excel, and generated graphs. I presented my research findings at the University of Chile in Spanish, where approximately 20 faculty members and scholars were present. By balancing my research project, taking a master's degree level class, and helping the professor with her research, I strengthened my skills in data collection, analysis, teamwork, verbal and written communication, and multi-tasking.

While at the University of Michigan, I have also acquired research experiences. For example, through my research assistant position for Sociology Undergraduate Research Opportunity 394, I had to carefully read Universities and Colleges' IX documents to correctly code them into a qualitative data analysis software. Some of the documents were 20+ pages long. Another research experience I had was transcribing audio recordings, which were later used to pull out themes on why undocumented individuals might not be seeking out health care services. This required a high level of attention to detail to make sure what the interviewee said was correctly transcribed.

In summary, I feel that the Project Associate position through the University of Chicago Urban Labs is a perfect combination of my passion and previous research experiences that I mentioned above. I am very interested in assisting with all aspects of the research projects. I would like the opportunity to discuss my qualification in further detail. I may be contacted at (312) 312-3123 or via email at jane.doe@gmail.com. Thank you for your consideration and I look forward to hearing from you.

Sincerely,

Jane Doe