

LATRICE K. JAMES, MPH, CPH

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September 14, 2022

Marcia Littleton, PhD
Director
Baltimore County Behavioral Health Council
111 North Loop
Baltimore, MD 55555

Dear Dr. Littleton:

Please accept this letter and my resume as application for the Senior Project Manager position at the Baltimore County Health Equity Council. I was intrigued by this position as it requires a unique combination of skills in project management, building community partnerships, and analyzing and evaluating health equity policies and programs. With my prior experience coordinating health prevention and community health programs, along with advanced research, data analysis, and program evaluation skills, I would provide leadership and direction in developing and delivering evidence-based public health strategies to impact underserved communities.

As a Prevention Coordinator for ABB Health Services, I created strategic partnerships with community stakeholders to implement evidence-based public health programs. I was also involved in program assessment, design, and implementation. I have experience with contracts, programmatic reports, and quality and process improvement. In my prior role as a Community Health Outreach assistant, I analyzed data reports, recommended adjustments, and promoted oral health initiatives in schools, community health programs and organizations.

As a dedicated public health professional, I have been involved in volunteer efforts that include facilitating health-related workshops and taking on leadership roles at public health-related professional associations. To deepen and expand my expertise in the public health field, I enrolled part-time in the Doctor of Public Health (DrPH) program at Walden University, where I am synthesizing my public health experience with new knowledge of qualitative and quantitative research methods, program implementation, public health leadership, academic writing using APA, and public relations for public health programs. I chose Walden University because of its commitment to social change and the scholar-practitioner model. As a Senior Project Manager, I would not only lead projects with the highest efficiency and integrity, I would apply the rigor gained from my doctoral program to make significant improvements in health equity programs.

I welcome an opportunity to discuss my qualifications further and learn more about the Senior Project Manager position. I provided a link to my career portfolio that includes letters of recommendation, feedback from stakeholders, and examples of my professional and academic work. Please contact me at (111) 111-1111 or Latricekjames1234@waldenu.edu. Thank you for your consideration.

Sincerely,

Latrice K. James