Subject: Meeting Request

Mikael Blue
1234 Peachtree Road
Atlanta, GA 30329

﻿January 23, 20XX

Ms. Epina Jobina
Executive Director
National SIDS & Infant Death Program Support Center
1234 Surveillance Way
Atlanta, GA 30344

Dear Ms. Jobina:

Buster Brown, my current supervisor at CDC's Epidemiology and Surveillance Division, National Immunization Program, suggested that I contact you to learn more about the National SIDS & Infant Death Program Support Center. I will earn my Master of Public Health degree from the School of Public Health of Wonderful University in May, and possess strong experience in Maternal and Child Health. My hope is to learn more in-depth information about your organization than is available via the internet or publications produced by the Center.

I am planning a trip to Baltimore in the next month or so and hope you will be available to meet with me at a time that is convenient for you while I am in town. As I am sure you are very busy, I have provided some selected information about my skills and experience for your information.

**Highlights of Qualifications**

* Top-notch analytical and research protocol aptitudes including: mathematical modeling, data gathering, and organizational abilities
* Knowledge of socioeconomic status and race/ethnicity issues pertaining to public health
* Creative problem solver and effective team player
* Computer skills include SAS, EpiInfo, SUDAAN, MINITAB, Freelance Graphics, Paradox

My experience includes work for the Maternal and Child Health Bureau, New York City Department of Health Currently. As an intern, I learned a great deal about SIDS while analyzing data to support community needs assessments for the Department of Health and community program development. Currently, I am an ASPH/CDC/ATSDR Intern for Vaccine Safety and Development Activity at CDC. In this position, I coordinate development of standard follow-up protocols, as well as evaluate indicators of socioeconomic status in the Vaccine Safety Datalink project.

Post-graduation, I hope to have the opportunity to use these and other skills to work in the area of Maternal and Child Health. I hope you, or a member of your staff, will be able to spend some time discussing your programs and exciting, new initiatives. I will contact you the week of February 1st to try to arrange a meeting.

Sincerely,

Signature (hard copy letter)

Mikael Blue