

JOB AD:

The ScattergoodEthics Program offers internships during the school year and over the summer for undergraduate students interested in the ethics of behavioral healthcare. Responsibilities include gathering research to produce content for the program's website and the Institute series. Interns will also coordinate with other staff to complete administrative tasks. The ScattergoodEthics Program sponsors independent studies and other academic opportunities for interested students.

Requirements:

- Research skills preferred**
- Ability to meet deadlines
- Ability to take on multiple tasks simultaneously
- Strong communication skills** (written and oral)
- Ability to thrive in a fast-paced team environment

The Department's summer internship program has served to provide high school and undergraduate students with a mentored research experience at the University of Pennsylvania. The ScattergoodEthics Program has participated in the internship program each summer. Interns have been instrumental in developing and planning educational workshops, providing research assistance on publications, and assisting with program marketing. They have been co-authors on peer-reviewed publications, developed conference presentations, and engaged in other scholarly activities. The ScattergoodEthics Program will continue to recruit 1-2 interns each summer.

About us: The Scattergood Program for the Applied Ethics of Behavioral Health Care (ScattergoodEthics) is housed within the Department of Medical Ethics & Health Policy at the Perelman School of Medicine of the University of Pennsylvania.

ScattergoodEthics is dedicated to education, research, and resource development for the field of psychiatric, mental, and behavioral healthcare ethics. The program engages in scholarly research, trains and educates clinicians and scholars in mental and behavioral healthcare ethics, sponsors programs and public events, and promotes and advocates for greater attention to the ethical dimensions of diagnosis and treatment. ScattergoodEthics is funded in large part by the Thomas Scattergood Behavioral Health Foundation.

(NOTE: Although this job ad example is abbreviated for convenience, you should include your ENTIRE ad with your assignment; please don't leave out any info).

1700 Oxford Ave.
Philadelphia, PA 19121

January 1, 2018

Ms. Jennifer Smith
Director of the Scattergood Program for the Applied Ethics of Behavioral Healthcare
Department of Medical Ethics and Health Policy
University of Pennsylvania
3401 Market St.
Philadelphia, PA 19104-3308

Dear Ms. Smith,

I am excited to apply for the summer research internship for the Scattergood Program for the Applied Ethics of Behavioral Healthcare, which I found on your department's website. My skills as a researcher, exemplified by my research internship, and my ability to communicate effectively, which I employ daily as a peer advisor at the Fox School of Business, will allow me to greatly benefit your program.

In summer 2017, I demonstrated effective research skills while participating in Lehigh Valley Health Network's two-month research scholar program. For example, I shadowed two hospital administrators for 150+ hours, assisting with their research to create a business plan, analyze cost data and revamp LVHN's orthopedic website. Additionally, I analyzed a massive data set of the surgical instrumentation used in over 1,600 laparoscopic appendectomies. Then, I researched which instruments were high cost drivers and recommended a standardized tray list of instruments for each procedure. The hospital plans to follow my recommendation, which will save \$150,000 per year. The skills I demonstrated at LVHN will allow me to aid your program website and Institute series with useful, quality research.

Additionally, as a peer advisor at the Fox School of Business, I display my communication skills. Working closely with a team of 12 full-time academic advisors, I serve Fox's 6,000 students—often counseling them one-on-one—by helping them plan their academic endeavors while adhering to school policies. I also give oral presentations, to groups as large as 200 students, when I assist with academic workshops, school networking events and new student orientations. My ability to communicate effectively will benefit your program when sharing my research with colleagues.

My research and communication skills will enable me to add value to your program. To schedule a time to speak more about this opportunity, I am available at abe.abramson@temple.edu or (610) 555-3333. Thank you for considering me; I look forward to hearing from you.

Best,
Abe Abramson