

Katherine Wheelles

St. Louis, MO | kjwwgc@umsystem.edu | 636-633-3399

October 8th, 2025

To whom it may concern,

My name is Katherine Wheelles, and I am writing this letter to express my interest in this position. I am currently pursuing a Bachelors in Public Health and a Bachelors in Economics at the University of Missouri-Columbia. After graduating in May of 2027, I plan to apply to law school. As you will see in my attached resume, my strong interpersonal skills and research experience demonstrate important qualifications necessary for this position.

In my time at the University of Missouri, I worked for the Mizzou Alumni Association as a sales intern. While in this position, my responsibilities included outreach and collaboration with alumni-owned businesses to maximize Homecoming promotions for the upcoming Homecoming celebrations. This role allowed me to grow my communication skills and work with a diverse group of people among the Mizzou Alumni Association. Furthermore, my team was tasked with short-term profit goals that propelled us to raise over \$39,000 in student membership sales. My experience in sales taught me how to network and communicate with students, parents, and staff at the University of Missouri. I believe the skills I learned as a sales intern will be a valuable asset in this internship because they satisfy the outreach and networking components of this position.

Additionally, my undergraduate research experience has given me skills in both data collection and academic writing. As a research assistant, I was tasked in the gathering of data for a research paper that explored rural gentrification practices. During this time, I learned how to find peer-reviewed articles that supported a hypothesis and how to write an effective abstract section of a professional research paper. Based on this experience, I am confident in my ability to write about and present research effectively, which will certainly translate to this position.

This internship would be a crucial step in my long-term goals as both a student and as a professional, and I am confident this position aligns with my skillset. In the near future, I hope to further discuss my qualifications and passions with you.

Thank you for taking the time to consider my application. I look forward to connecting with you.

Sincerely,

Katherine Wheelles