



New Jersey Career Accelerator Internship Grant Program



Health Care

Summer 2026 Internship Catalog

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Health Care

AtlantiCare, Atlantic City, NJ

Social Determinants of Health Intern, In-person, **3** funded position(s)

The Social Determinants of Health (SDOH) intern will implement and coordinate SDOH interventions across various organizational entities and in partnership with external stakeholders. This position supports program administrative functions, participant engagement, patient/community outreach and data collection and reporting. The SDOH intern will also serve as a member of the care team, working within the community setting, providing outreach to patients with medical and social needs. The SDOH Coordinator acts as a resource to assist patients in navigating the health system and serves to facilitate linkage to community resources. This position is also responsible for the daily operations of internal food pantry initiatives and processes. The SDOH intern will work under the direction of the SDOH Manager to ensure program goals are achieved.

This position supports organizational goals by providing an excellent patient experience, participating in performance improvement efforts and demonstrating a commitment to teamwork and cooperation.

- Support program administrative functions, participant engagement, patient/community outreach and data collection and reporting.
- Provide outreach to patients with medical and social needs.
- Be a Resource to assist patients in navigating the health system and serves to facilitate linkage to community resources.
- Responsible for daily operations of internal food pantry initiatives and processes
- Demonstrates the competencies as established on the Assessment and Evaluation Tool (See next page) for this position.

Desired Majors: Health Professions

How to apply: [Careers | AtlantiCare](#)

Required Documents: Resume; Cover Letter ; Transcripts (used to verify applicant is a student at a NJ IHE)

Health Care

Continuum Behavioral Health, Galloway, NJ

Behavior Technician, In-person, 12 funded position(s)

Continuum Behavioral Health is seeking Summer 2026 Interns for our in-clinic ABA program located in Galloway, NJ. This internship offers undergraduate and graduate students a structured, supervised experience where they can apply academic knowledge in a clinical setting while supporting children diagnosed with autism spectrum disorders. Interns will work under the guidance of experienced Board Certified Behavior Analysts (BCBAs), gaining practical skills in data collection, behavior intervention, and collaborative care. The program emphasizes professional development, mentorship, and active engagement in early intervention practices.

The internship will run from June 1 through August 31, 2026, with interns expected to work 15–20 hours per week over a minimum 10-week period.

Interns will actively contribute to the delivery of behavioral health services in a clinical setting under the guidance of experienced professionals. Responsibilities include:

- **Deliver ABA Therapy:** Provide one-on-one Applied Behavior Analysis (ABA) therapy to preschool-aged children diagnosed with autism spectrum disorders. Interns will implement individualized behavior intervention plans, working under the close supervision of a Board Certified Behavior Analyst (BCBA). All interns receive training and ongoing support to ensure clinical readiness.
- **Collect and Analyze Behavioral Data:** Track client progress by collecting and recording data on behavioral targets and skill acquisition. Interns will analyze trends to support the modification of treatment strategies and gain hands-on experience with clinical documentation practices.
- **Support Early Intervention Programs:** Participate in evidence-based early intervention services designed to address developmental delays in young children. Interns will assist in applying targeted therapeutic strategies that promote early developmental milestones.
- **Facilitate Child Development and Learning:** Engage directly with children to foster communication, social interaction, adaptive behavior, and learning readiness through structured play and therapeutic activities tailored to each child's needs.
- **Collaborate Within a Clinical Team:** Work alongside behavior technicians, BCBAs, Clinical Managers, and other healthcare professionals in a multidisciplinary team setting. Interns will observe and contribute to collaborative treatment planning and review processes.
- **Develop Professional and Communication Skills:** Participate in team meetings, receive supervision and coaching, and practice professional communication with staff and families in a supportive environment that promotes learning and growth.

Desired Majors: Education;Health Professions;Social Sciences

How to apply: ccrowell@autismspectrumalliance.com

Required Documents: Resume;Cover Letter

Health Care

Dan C. Pullen, D.D.S., P.A., Hillsborough, NJ

Dental Assistant Intern, In-person, **1** funded position(s)

Dan C. Pullen, DDS, PA is seeking a motivated and detail-oriented Dental Assistant Intern to join our clinical team. This internship provides hands-on experience in a professional dental setting and is ideal for students or recent graduates pursuing a career in dental assisting or oral healthcare.

The intern will work closely with licensed dental professionals to support patient care, learn clinical procedures, and gain exposure to daily operations within a modern dental practice.

- Assist dentists during dental procedures by preparing instruments and materials
- Learn proper chairside assisting techniques
- Prepare treatment rooms before and after patient visits
- Sterilize and organize dental instruments in accordance with safety protocols
- Support patient intake, including seating patients and updating records
- Observe and assist with dental procedures such as cleanings, fillings, and X-rays (as permitted by law and training level)
- Learn dental terminology, charting, and basic record-keeping
- Maintain a clean, safe, and organized clinical environment
- Provide excellent patient care and customer service
- Assist with administrative or front-desk tasks as needed

Desired Majors: Health Professions; Math & Physical Sciences

How to apply: tessa.susan.hanson@gmail.com

Required Documents: Resume; Cover Letter

Health Care

Empowering Pediatric Wellness, Princeton Junction, NJ

Pediatric Clinical Care Coordination Intern, Hybrid, 1 funded position(s)

The Pediatric Clinical Care Coordination Intern will gain hands-on, supervised experience in a physician-led pediatric primary care practice utilizing a Direct Primary Care (DPC) model. This internship is designed to support students interested in careers in medicine, healthcare administration, or allied health professions.

The intern will be exposed to real-world clinical workflows, patient onboarding, care coordination, preventive health initiatives, and quality improvement projects while learning how a small medical practice delivers relationship-based, high-quality pediatric care. This position emphasizes professional development, mentorship, and practical workforce skills within an ambulatory healthcare setting.

- Assist with patient onboarding workflows and care coordination under physician supervision
- Support clinical operations, including visit preparation, documentation assistance, and follow-up workflows
- Participate in quality improvement and population health initiatives (e.g., preventive care tracking, vaccination outreach, wellness metrics)
- Assist with health education materials and community outreach initiatives
- Support administrative operations such as scheduling workflows, EMR organization, and process improvement
- Observe patient visits and interdisciplinary collaboration (within scope and HIPAA compliance)
- Participate in practice meetings and mentorship sessions focused on healthcare careers and professional development

Desired Majors: Health Professions; Life Science ; Social Sciences ; Business, Entrepreneurship & Human Resources; Humanities & Languages ; Math & Physical Sciences

How to apply: Info@empoweringpediatricwellness.com

Required Documents: Resume; Cover Letter ; Transcripts (used to verify applicant is a student at a NJ IHE)

Health Care

Holistic Healing and wellness LLC, Moorestown, NJ

Counselor Intern, In-person, 2 funded position(s)

The Counselor Intern will gain practical job experience for a pre-determined temporary period, in accordance with an accredited graduate school internship intended to lead to eligibility for state licensure upon graduation, in a variety of areas including, but not limited to, counseling, behavioral and mental health, and human services. The intern may be responsible for assisting clients and staff with all areas of the applicable service delivery in accordance with the scope of the intern status while under the direct supervision of the internship supervisor(s).

1. While under the direct guidance and supervision of a master's level internship supervisor: Assess clients through detailed assessments, intakes, and ongoing clinical observations to determine the appropriate level of care and appropriateness for outpatient counseling.

2. While under the direct guidance and supervision of a master's level internship supervisor: Clinically assess and evaluate clients using currently accepted diagnostic classifications including, but not limited to, the DSM-IV and future editions of the American Psychiatric Association's Diagnostic and Statistical Manual of Mental Disorders (DSM).

3. Record clients' contact notes, diagnosis(es), progress notes, and treatment plans within the EHR system in accordance with the below:

Contact new client referrals within 48 hours of receipt and document a contact note in the EHR system within 24 hours.

Conduct a diagnostic assessment, determine the appropriate diagnosis(es) for clients following the first session, and document in the EHR system within 24 hours.

Record client progress notes after each session in the EHR system within 24 hours.

Develop effective client treatment plans that include specific goals and objectives aligned to the applicable diagnosis(es) by the third session; and update treatment plans at least every 90 days.

4. While under the direct guidance and supervision of a master's level internship supervisor: Counsel clients to, although not exhaustive: define goals and objectives; develop an understanding of intrapersonal and interpersonal issues; develop skills and strategies to deal with presenting problems; plan a course of action reflecting the client's needs, interests, and abilities; and use community, informational, and psychoeducational resources as appropriate.

5. While under the direct guidance and supervision of a master's level internship supervisor: Act as a client advocate, assisting, as appropriate, with referring clients to a higher level of care or other service recommendations, if needed.

6. Complete and maintain documentation in an accurate, concise, clear, and timely manner, along with assisting leadership and/or office staff with informing clients of an outstanding account balance, insurance updates, required copays, etc.

7. Maintain quality standards and ensure confidentiality and privacy compliance in accordance with Company policies and

procedures and federal, state, and local laws.

8. While under the direct guidance and supervision of a master's level internship supervisor: Communicate with leadership, office staff and vendors, clients, family members, health care providers,

and law enforcement and/or state officials, as appropriate, in accordance with Company policies and procedures and federal, state, and local laws.

9. Immediately contact leadership about any client matters that: may require therapeutic discharge (partner with leadership before making a determination); may or did require external crisis intervention (e.g., emergency contact, 911, etc.); or may or will require leadership escalation and/or involvement.

10. Participate in office training and staff meetings as appropriate. May also assist with intern special projects (e.g., clinical best practice research, community outreach, continuous improvement initiatives, etc.).

11. Complete all graduate school internship requirements on time and at or above satisfactory level, while proactively keeping internship supervisor(s) informed of applicable program expectations, including, but not limited to: supervision needs; evaluations; process recordings; and scheduling, including breaks and time off needs.

12. Demonstrate appropriate behavior expectations in accordance with Company policies and procedures, professional conduct, and federal, state, and local laws. While it is impossible to provide an exhaustive list, general behavior expectations include: treating others with dignity and respect; providing excellent service delivery; providing co

Desired Majors: Social Sciences

How to apply: lyaeger@njholistichealingandwellness.com

Required Documents: Resume; Transcripts (used to verify applicant is a student at a NJ IHE) ; Cover Letter

Health Care

Home To Stay LLC, Cherry Hill, NJ

Disability Services Intern, In-person, 1 funded position(s)

The Disability Services Intern will support Home To Stay's Developmental Disabilities Division with program operations, documentation, and service coordination.

Assist with organizing Individualized Service Plans (ISPs)

Support service coordination and scheduling

Verify service logs and EVV documentation

Assist with Supported Employment and Pre-ETS documentation

Support billing packet preparation

Desired Majors: Humanities & Languages ;Social Sciences ;Health Professions

How to apply: careers@hometostay.com

Required Documents: Resume

Health Care

Little Silver Dental Care, Little Silver, NJ

Dental Assistant Intern, In-person, **1** funded position(s)

Little Silver Dental Care is seeking a motivated and enthusiastic Summer Dental Assistant Intern to join our busy, patient-centered practice. This hands-on internship is perfect for students or recent graduates interested in gaining real-world experience in dental assisting while supporting our clinical team.

- Assist the dentist and hygienists chairside during patient procedures (passing instruments, suctioning, preparing materials).
- Prepare and sterilize instruments, set up and break down treatment rooms, and maintain strict infection control protocols.
- Take and develop dental X-rays under supervision (where permitted by state regulations).
- Perform basic lab tasks such as pouring impressions and fabricating temporary restorations.
- Support front office tasks including scheduling appointments, patient check-in/out, and updating records.
- Educate patients on oral hygiene and post-treatment care instructions.
- Participate in team meetings and occasional community outreach projects.

Desired Majors: Business, Entrepreneurship & Human Resources; Communications; Health Professions; Math & Physical Sciences ;

How to apply: info@littlesilverdental.com

Required Documents: Resume; Transcripts (used to verify applicant is a student at a NJ IHE) ; Cover Letter ;

Health Care

PROV 205 LLC, Bayonne, NJ

Scribe Internship, In-person, 1 funded position(s)

Prov 205 Psychological Services is a comprehensive mental health practice specializing in psychotherapy and psychological evaluations, with particular expertise in conducting evaluations for legal cases in criminal, family, and immigration courts. These evaluations require extensive documentation, transcription, and formal report preparation, making legal documentation a crucial component of our work. We are seeking detail-oriented interns with an interest in legal documentation, professional writing, and the intersection of psychology and law. This comprehensive internship provides hands-on experience in legal case report preparation while developing essential professional skills in digital literacy, administrative operations, marketing, and business management.

Core Legal Documentation Responsibilities

- Transcribe and summarize psychological evaluations for criminal, family, and immigration court cases
- Prepare formal legal documentation, including comprehensive case reports and supporting materials
- Ensure accuracy, consistency, and professional language in all court-submitted reports
- Research relevant legal terminology and procedural requirements for various case types
- Collaborate with clinical professionals to refine written materials for clarity and legal compliance
- Maintain strict confidentiality and adhere to professional documentation standards
- Develop expertise

Workflow Automation & Digital Efficiency

- Experience workflow automation through platforms like HighLevel and integrated case management systems
- Learn advanced email management and professional legal correspondence optimization
- Develop skills in deadline tracking, court calendar management, and automated reminders
- Master document organization, version control, and intelligent retrieval systems

AI Ethics, Compliance & Critical Evaluation

- Recognize and address AI biases in legal and healthcare documentation
- Ensure confidentiality, attorney-client privilege, and HIPAA compliance when using AI tools
- Develop decision-making frameworks for when to use versus not use AI in legal contexts
- Understand the critical importance of human oversight in all AI-assisted legal processes

Office & Administrative Skills

- Master professional phone etiquette and client communication in sensitive legal contexts
- Develop expertise in case scheduling, court deadline tracking, and calendar management
- Learn comprehensive file management systems for legal documentation (physical and digital)
- Gain exposure to billing processes, invoice preparation, and basic financial tracking

- Build advanced proficiency in Microsoft Office, Google Workspace, and legal software applications

Marketing, Outreach & Digital Presence

- Learn community outreach strategies and professional networking techniques
- Gain experience in graphic design, visual communication, and brand consistency
- Contribute to website content management, SEO optimization, and digital marketing efforts

Business Operations & Strategic Planning

- Understand the business model of a professional services practice
- Learn quality assurance processes and continuous improvement methodologies
- Gain exposure to compliance, regulatory requirements, and risk management in legal contexts
- Develop client service excellence and stakeholder relationship management skills

Desired Majors: Open to all Majors

How to apply: Send resume and cover letter to: information@prov205.com

Required Documents: Resume; Cover Letter ; Transcripts (used to verify applicant is a student at a NJ IHE)

Health Care

PROV 205 LLC, Bayonne, NJ

Clinical Psychology Internship, In-person, **1** funded position(s)

Prov 205 Psychological Services is a comprehensive mental health practice specializing in psychotherapy and psychological evaluations. Our practice serves diverse populations across individual, couples, family, and group therapy settings, working with clients of all ages. We conduct specialized psychological evaluations for school districts, child protection services, immigration cases, family court, and criminal proceedings throughout New Jersey and beyond. We are seeking passionate psychology interns to join our dynamic, technology-integrated training environment. This comprehensive internship provides hands-on experience in clinical services while developing essential professional skills in digital literacy, administrative operations, marketing, and business management.

Core Clinical Responsibilities

- Provide individual talk therapy to assigned clients under direct clinical supervision
- Participate in psychological assessments based on experience level and training needs
- Assist in evaluation documentation and clinical report writing
- Shadow experienced clinicians during assessment procedures
- Attend and actively participate in weekly group clinical supervision meetings
- Present cases during supervision meetings to develop clinical presentation skills
- Collaborate with multidisciplinary team members in various clinical settings

Office & Administrative Skills

- Master professional phone etiquette and client communication protocols
- Develop expertise in appointment scheduling, calendar management, and time optimization
- Learn comprehensive file management systems (physical and digital)
- Gain exposure to billing processes and insurance verification procedures
- Build advanced proficiency in Microsoft Office and Google Workspace applications

Marketing & Digital Content Creation

- Create engaging educational content for social media platforms using AI-assisted tools
- Develop client-facing materials including brochures, handouts, and educational resources
- Learn community outreach strategies and stakeholder engagement techniques
- Gain experience in basic graphic design and visual communication
- Contribute to website content management and digital presence optimization

Business Operations & Practice Management

- Understand the business model of mental health private practice
- Learn quality assurance processes and continuous improvement methodologies
- Gain exposure to compliance, regulatory requirements, and risk management

- Develop customer service excellence and client satisfaction strategies

Desired Majors: Health Professions

How to apply: [Intern Application | PROV 205 | Comprehensive Therapy for Children, Individuals and Families in NJ](#)

Required Documents: Resume;Cover Letter ;Transcripts (used to verify applicant is a student at a NJ IHE)

Health Care

RWJBH Corporate Services, Oceanport, NJ

Student Nurse Extern, In-person, **20** funded position(s)

The Student Nurse Extern functions as a member of the health care team and performs selected patient care activities under the direction and supervision of the registered nurse, is responsible for identified critical unit support activities and identified critical clerical/administrative functions as directed. The Student Nurse Extern may attend educational programs, shared governance committees and other inhouse nursing events. May also have the opportunity to shadow a nurse on another unit of interest. Is responsible for reporting identified safety issues such as hazardous environments (i.e. damaged floors/walls/ceiling tiles/unsecured areas) and medical errors, etc.

During the Student Nurse Extern Program, the extern working with a Registered Nurse Preceptor will:

1. Appropriately assess (w/RN) patient and family needs
2. Plan interdisciplinary care for the patient based on the assessment findings and using the nursing process
3. With preceptor guidance, make sound clinical judgments based on the application of critical thinking to patient care situations
4. Perform basic clinical skills safely and competently with minimum supervision
5. Prioritize and organize nursing care
6. Communicate effectively with patients and colleagues
7. Seek learning opportunities to meet his/her own identified needs

Students must be a nursing major and have completed 2 clinical semesters.

Desired Majors: Health Professions

How to apply: [Student Nurse Externship Program | RWJBarnabas Health | New Jersey](#)

Required Documents: Resume; Transcripts (used to verify applicant is a student at a NJ IHE)

Health Care

Sovereign Care Services, North Brunswick, NJ

ABA Technician, In-person, 5 funded position(s)

Sovereign Care Services is seeking passionate and motivated interns to join our team! This internship provides hands-on experience in Applied Behavior Analysis (ABA) therapy, working with children and adolescents with autism and related developmental disorders. Interns will gain valuable clinical skills under the supervision of Board Certified Behavior Analysts (BCBAs) and contribute to meaningful interventions that improve clients' quality of life.

Responsibilities & Duties

- Assist in implementing individualized ABA therapy programs under the guidance of a BCBA
- Work one-on-one with clients to support skill acquisition and behavior reduction plans
- Collect and record data on client progress and behavior
- Participate in team meetings and training sessions to enhance ABA knowledge
- Assist with behavior assessments, program development, and materials preparation
- Maintain a professional and compassionate approach while working with clients and families

Desired Majors

- Psychology
- Applied Behavior Analysis
- Education
- Special Education
- Social Work
- Speech-Language Pathology
- Related fields

Desired Majors: Education;Health Professions

How to apply: info@sovereigncareservices.com

Required Documents: Resume;Transcripts (used to verify applicant is a student at a NJ IHE)

Health Care

The Hudson Med Spa, Englewood, NJ

Medical Assistant, In-person, **2** funded position(s)

The Hudson Med Spa is seeking a dedicated and motivated intern with a strong interest in pursuing a career in the medical field. This internship offers hands-on experience in a plastic surgery and medical aesthetics setting, providing the opportunity to assist our board-certified plastic surgeons and physician assistants in daily clinical operations. Interns will gain valuable exposure to patient care, medical procedures, and the administrative aspects of a high-end medical spa. This role is ideal for students or recent graduates considering careers in medicine, nursing, or physician assistant programs.

- Assist plastic surgeons and physician assistants with patient intake, including obtaining vital signs, medical history, and patient documentation
- Prepare examination rooms and ensure all necessary instruments and equipment are sterilized and ready for procedures
- Shadow and support providers during consultations, minor procedures, and post-operative care
- Assist in post-procedure patient care, such as dressing changes and patient education on aftercare instructions
- Maintain proper inventory of medical supplies and assist in ordering as needed
- Help with medical documentation, including electronic medical records (EMR) entry and scribing during patient visits
- Provide patient comfort and support by answering questions and addressing non-medical concerns
- Observe and assist in pre- and post-operative assessments and follow-up care
- Assist in clinic organization, workflow efficiency, and general administrative tasks as needed
- Participate in special projects, such as research on new treatment protocols, patient education initiatives, or practice improvements

This internship provides an unparalleled opportunity to develop clinical skills, gain medical exposure, and build relationships with experienced medical professionals in a dynamic and supportive environment.

Desired Majors: Health Professions

How to apply: dana@thehudsonmedspa.com

Required Documents: Resume; Cover Letter

Health Care

Well-care Nurses and Staffing Inc, East Orange, NJ

The Social Work/Public Health Intern, In-person, **1** funded position(s)

The Social Work/Public Health Intern will support the agency's mission to improve health outcomes for seniors, adults with disabilities, and families in the community. This role provides hands-on experience in social services, community outreach, program development, and public health initiatives. The intern will assist with administrative tasks, client research, and specialized projects that directly impact client care and agency growth.

This position is ideal for a BSW/MSW or MPH student seeking practical experience in a home care , public health or community health setting.

Assist with intake coordination, documentation gathering, and follow-up calls to clients, monthly client evaluations , families, and community partners.

-Support the Social Worker with care coordination activities

-Maintain accurate case notes, tracking spreadsheets, and internal databases (HHA platforms, CRM, or other software).

-Help prepare client files, assessments, care plans, and discharge summaries.

2. Community Outreach & Engagement (20%)

Support the planning and execution of community workshops, health fairs, and educational events.

Assist with distributing materials, making outreach calls, and collecting participant feedback and surveys

3. Specialized Projects (20%)

Projects may include:

Supporting the Nutrition & Wellness Program (pop-up produce events, SNAP/Medicaid support, healthy living campaigns).

Assisting with Mental Health First Aid training initiatives for caregivers and staff.

Participating in evaluation activities for grants, including data collection and outcomes tracking.

Desired Majors: Health Professions

How to apply: ugoeze@wellcarenurses.com

Required Documents: Resume;Cover Letter

Health Care

Well-care Nurses and Staffing Inc, East Orange, NJ

Human Resource Intern, In-person, **1** funded position(s)

The Human Resource Intern will play a crucial role in supporting the day-to-day operations of our home healthcare agency. The successful candidate will be responsible for performing various administrative tasks to ensure the smooth functioning of the office and provide essential support to the management team.

Office Management:

Manage and maintain a well-organized and efficient office environment.

Answer and direct phone calls, emails, and inquiries promptly and professionally.

Maintain office supplies inventory and place orders as needed.

Scheduling and Coordination:

Assist in scheduling appointments and coordinating visits with clients and healthcare professionals.

Manage calendars for key staff members and coordinate meetings.

Documentation and Record Keeping:

Prepare and organize documents, reports, and correspondence.

Maintain accurate and up-to-date client and employee records.

Client and Employee Support:

Provide excellent customer service to clients, caregivers, and healthcare professionals.

Assist with onboarding processes for new employees, ensuring all required documentation is completed.

Desired Majors: Humanities & Languages

How to apply: ugoeze@wellcarenurses.com

Required Documents: Resume;Cover Letter

Health Care

Well-care Nurses and Staffing Inc, East Orange, NJ

Business Development and Partnership Intern, In-person, **2** funded position(s)

As a Business Development and Partnership Intern at Wellcare Nurses and Staffing, you will have the opportunity to gain hands-on experience in the dynamic and fast-paced field of healthcare staffing. This internship is designed to expose you to various aspects of business development, strategic partnerships, and client relationship management within the healthcare industry.

Responsibilities:

-Market Research and Analysis:

- Conduct market research to identify potential clients and industry trends.
- Analyze competitor activities and market dynamics to support strategic decision-making.

Partnership Development:

- Assist in identifying and cultivating strategic partnerships with healthcare facilities and institutions.
- Collaborate with the business development team to explore and establish mutually beneficial partnerships.

-Client Relationship Management:

- Support the maintenance and enhancement of relationships with existing clients.
- Assist in developing and implementing strategies to ensure client satisfaction and retention.

Sales Support:

- Provide support in the development of sales presentations, proposals, and other materials.
- Assist in coordinating and participating in client meetings and presentations.

Administrative Tasks:

- Perform various administrative tasks to support the business development and partnership functions.
- Maintain accurate and up-to-date records of client interactions and partnerships.

Desired Majors: Business, Entrepreneurship & Human Resources;Communications;General Studies;Computer Science, Information Systems & Technology;Health Professions

How to apply: ugoeze@wellcarenurses.com

Required Documents: Resume;Cover Letter