

# Application Checklist – MCDPH DI WIC Track

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Direct application questions to:

Diana Kinsfather, MS, RDN  
Dietetic Internship Director

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(602) 506-8322

Maricopa County Department of Public Health  
Office of Nutrition & Active Living  
4041 N. Central Avenue, Suite 1400  
Phoenix, AZ 85012

**Use this checklist to ensure all components of the application are completed. The checklist is for your own use and does NOT need to be submitted.**

\_\_\_\_\_ I have emailed the Dietetic Internship Director the following items:

- Unofficial transcripts from DPD college or university
- Unofficial transcripts from graduate college or university (if available)
- Sent name and email address of WIC agency Management/Leadership team representative responsible for completing the letter of recommendation
- Signed Verification of Completion of Dietetics Programs in Dietetics (DPD) or a signed Declaration of Intent to Complete from your DPD Director
- Resume
- Arizona WIC Program Declaration of Intent
- Personal Statement

Please make sure your Personal Statement addresses all of the following:

1. The reason for entering dietetics
2. Preparatory career experiences
3. Short and long term goals
4. Personal strengths and areas for improvement
5. Description of project completed through your own initiative and with minimal supervision
6. Note if you speak, read or write a language other than English and your level of fluency
7. Graduate plan or status. Please mention where you are in the process for completing graduate degree. Note: graduate coursework does not have to be started at time of application but must be ~75% completed by start of dietetic internship