

[Your Full Name]

[Phone Number] | [Email Address]

[LinkedIn Profile URL]

[City, State, Zip Code]

[Date]

[Hiring Manager Name]

[Title]

[Institution/Company Name]

[Department Name]

[Street Address]

Dear [Hiring Manager Last Name],

I am writing to express my strong interest in the Clinical Research Coordinator position for the [Specific Study or Department] at [Institution Name], as advertised on [Platform where you found the ad]. With a background in [Your Degree/Field] and [Number] years of experience in clinical trial environments, I am confident in my ability to contribute to your research objectives while ensuring strict adherence to GCP guidelines and regulatory standards.

In my previous role at [Previous Employer], I successfully managed [Type of trials, e.g., Phase II oncology trials]. My experience includes [Key skill 1: e.g., patient recruitment and screening], [Key skill 2: e.g., Electronic Data Capture (EDC) entry], and [Key skill 3: e.g., coordinating with Institutional Review Boards (IRB)]. I have a proven track record of maintaining meticulous documentation and fostering positive relationships with principal investigators, sponsors, and participants alike.

I am particularly drawn to [Institution Name] because of your recent work in [Mention a specific project or reputation of the company]. I am eager to bring my technical proficiency in [Specific Software or Lab Skill] and my commitment to ethical research practices to your team.

Thank you for your time and consideration. I look forward to the possibility of discussing how my experience in clinical operations can support the ongoing success of [Institution Name].

Sincerely,

[Your Full Name]