

[Your Full Name]
[Phone Number]
[Email Address]
[LinkedIn Profile/Portfolio URL]

[Date]

[Hiring Manager Name]
[Title]
[Organization Name]
[Address]

Dear [Hiring Manager Name/Search Committee],

I am writing to express my enthusiastic interest in the **Research Project Coordinator** position at [Organization Name]. Having served as a **Laboratory Assistant** within [Current/Previous Lab Name] for [Number] years, I have developed a rigorous technical foundation and a keen eye for operational efficiency. I am now eager to transition my hands-on laboratory experience into a leadership role focused on project lifecycles, cross-functional coordination, and administrative oversight.

During my tenure as a Laboratory Assistant, I was responsible for [Key Technical Duty 1] and [Key Technical Duty 2]. However, I frequently took the initiative to manage tasks beyond the bench, such as [mention a coordination task, e.g., streamlining inventory procurement, managing sample databases, or scheduling equipment calibration]. These experiences allowed me to understand the critical infrastructure required to keep complex research projects on timeline and within budget.

My transition from the lab bench to project coordination is driven by my strength in [mention a soft skill, e.g., regulatory compliance, data management, or stakeholder communication]. I am particularly proud of [mention a specific achievement, e.g., implementing a new tracking system that reduced turnaround time by X%]. I am confident that my ability to "speak the language" of researchers while maintaining high-level organizational goals will make me a valuable asset to your team.

I am impressed by [Organization Name]'s recent work in [Specific Research Area] and am eager to contribute to the success of your upcoming projects. Thank you for your time and for considering my application. I look forward to the possibility of discussing how my technical background and coordination skills can support your research objectives.

Sincerely,

[Your Name]