

[Your Full Name]
[Your Current Title/Department]
[Phone Number]
[Email Address]

[Date]

[Hiring Manager Name]
[Title]
[Department Name]
[Institution/Organization Name]

Dear [Hiring Manager Name],

Please accept this letter as a formal expression of my interest in the Clinical Research Coordinator position at [Site Name], as advertised [Location of Job Posting]. Having served as [Current/Previous Role] within [Department], I am eager to apply my internal knowledge of our site's workflows and SOPs to support the clinical trial portfolio of the [Specific Therapeutic Area] team.

During my tenure at [Organization Name], I have developed a deep understanding of our institutional systems, including [Mention specific EMR or CTMS systems used internally]. My experience includes [List 2-3 site-specific achievements, e.g., streamlining patient recruitment, managing regulatory binders, or improving study startup timelines]. I am already familiar with our site's specific IRB requirements and QA processes, which will allow me to transition into this role with minimal oversight.

I am particularly drawn to this coordinator role because of [Site Name]'s commitment to [Mention a specific site goal or recent study]. My background in [Mention relevant skill like GCP compliance, phlebotomy, or data entry] aligns with the technical requirements of the protocol, and my existing relationships with the PI and nursing staff will ensure seamless study execution.

Thank you for your time and for considering my internal application. I look forward to the possibility of discussing how I can further contribute to the success of our research site in this new capacity.

Sincerely,

[Your Signature]

[Your Printed Name]