

[Your Full Name]

[Address]

[Phone Number]

[Email Address]

[Date]

[Hiring Manager Name]

[Title]

[Department/Clinical Research Unit]

[Organization Name]

Dear [Hiring Manager Name/Selection Committee],

Subject: Application for Clinical Trial Internal Coordinator

[Opening paragraph: Reference the specific internal job posting or clinical trial protocol. State current role within the organization and intent to transition into the Internal Coordinator position.]

[Body paragraph 1: Detail clinical research experience, familiarity with GCP/ICH guidelines, and specific experience with IRB submissions or regulatory documentation.]

[Body paragraph 2: Detail internal organizational knowledge, including familiarity with specific Electronic Data Capture (EDC) systems, internal SOPs, and cross-departmental workflows.]

[Body paragraph 3: Address soft skills such as patient recruitment strategies, site monitoring preparation, and data integrity management.]

[Closing paragraph: Reiterate commitment to the institution's research goals. Request an interview to discuss how internal experience aligns with the trial's requirements.]

Sincerely,

[Signature]

[Your Printed Name]