

[Your Full Name]

[Your Current Department/Internal Title]

[Your Phone Number]

[Your Professional Email]

[Date]

[Hiring Manager's Name]

[Department Name]

[Institution Name]

Dear [Hiring Manager Name or Search Committee],

Please accept this letter as a formal expression of my interest in the Clinical Research Coordinator position within the [Specific Department or Study Group], as advertised on the internal careers portal. Having served as a [Your Current Role] within [Your Current Department] for the past [Number] years, I am eager to transition my institutional knowledge and clinical expertise toward advancing your department's research initiatives.

During my tenure at [Institution Name], I have developed a deep understanding of our internal systems, including [Specific EMR or CTMS Software] and IRB submission protocols. My current role has allowed me to master [Specific Skill: e.g., patient recruitment, sample processing, or data management], ensuring that all tasks are completed in strict adherence to GCP guidelines and institutional SOPs. I am particularly proud of [Briefly mention a specific internal achievement or project], which improved efficiency within my current team.

My familiarity with the institutional culture and cross-departmental workflows will allow me to integrate seamlessly into your research team and contribute immediately to the [Name of Study or Project]. I am highly organized, detail-oriented, and committed to maintaining the highest standards of patient safety and data integrity.

I welcome the opportunity to discuss how my internal experience and dedication to clinical excellence align with the goals of the [Specific Department]. Thank you for your time and consideration.

Sincerely,

[Your Signature]

[Your Printed Name]