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# Example of Investigation Manager Cover Letter

787 Lakin Park
Arnoldobury, WA 98739

**Dear River Botsford,**

I would like to submit my application for the investigation manager opening. Please accept this letter and the attached resume.

In my previous role, I was responsible for appropriate direction for Affirmative Action/Equal Employment Opportunity queries, benefits, job specifications, records, employment, FMLA, regulations and conflict resolution, mediation, counseling, and risk management.

My experience is an excellent fit for the list of requirements in this job:

* Process Improvement, by delivering significant business impacts and/ or contributions to their Company through improvement to quality, productivity, or customer experience
* Project Participation, by effectively participating in projects that involve multiple teams within their Company that are above and beyond the normal area of responsibility or expertise
* Knowledge of Medical Device Regulations (ISO 13485, 21CFR Part 820)
* Skilled Manager with history of team building over multiple locations
* Experience with mentoring and development of people and processes
* Strong science, math, and or physics background - preferred
* Exposure to Cancer radiation therapy basics – preferred
* Experience with audio/navigation, IT/telematics, speakers, amplifiers, etc is preferred

**Thank you in advance for taking the time to read my cover letter and to review my resume.**

Sincerely,

Lennon Bauch