

Clinical Research Assistant Cover Letter

1644 Vandervort ShoreMarvellamouth, ME 78719

Dear Lennon Koelpin,

In response to your job posting for clinical research assistant, I am including this letter and my resume for your review.

In the previous role, I was responsible for information such as recruitment and data collection details for manuscript and abstract writing, completion of progress reports, IRB human subjects submissions for research protocols, annual reviews and presentations (including preparation of graphics).

Please consider my qualifications and experience:

- Bilingual in Vietnamese or Spanish
- Experience coordinating, planning or working in a high volume multi-task setting
- The UNC WIHS study has two off-campus clinics (Raleigh/Durham) and staff are often traveling to complete study visits or assessments
- Experience working with patients with PTSD or anxiety disorders, including familiarity with clinical assessments (e.g., SCID, MINI, CAPS), is preferred, but not a requirement
- Knowledge of basic statistical analysis methods and use of statistical software package(s) (e.g., SPSS, SAS)
- Knowledge of clinical research methods and design, and research protocols
- Demonstrated experience operating MRI scanners and completing assessment protocols
- Experience administering detailed clinical interviews including socioeconomic status, academic achievement, medical and mental history, and current/past substance use information

Thank you for taking your time to review my application.

Sincerely,