

# Clinical Research Coordinator Cover Letter

4056 Thomasena Freeway North Dainafort, NV 98011-2838

**Dear Riley Tremblay,**

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

In my previous role, I was responsible for leadership for all data management activities including data quality, security and availability of data for research protocols.

Please consider my experience and qualifications for this position:

- Be willing to do outreach and go to places like supportive housing programs for formerly homeless adults
- Be willing to participate in data collection activities in study participants' homes
- Proficiency to effectively use personal computers and software such as Word, Excel, RedCap, and various Data Capture programs
- Experience with conducting and coding qualitative interviews
- Willing to travel to distant field sites
- Knowledge and understanding of federal, state, and institutional research regulations Good Clinical Practices (GCP) and HIPPA regulations
- Knowledge of medical environment and terminology
- Some experience in Clinical study administration or related experience

**Thank you in advance for reviewing my candidacy for this position.**

Sincerely,

Robin Lehner