

Clinical Supplies Cover Letter

8779 Bartoletti ShoresNew Elliott, AL 52842

Dear Avery DuBuque,

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

In the previous role, I was responsible for administrative and project support to the Clinical Research Team within a busy and complex portfolio of clinical studies across all trial stages.

Please consider my qualifications and experience:

- Teamwork especially in a matrix management organisation
- Demonstrated competency with software tools used for internal and external communications such as the Microsoft Office Suite, including MS PowerPoint, Salesforce.com, or other CRM software
- Sales, communication and presentation skills in English and French
- Self-motivated and goal focused to achieve results
- Sales, communication and presentation skills in English
- Experience working with LIMS systems, validated document repositories (MIDAS or Documentum), and Change Management software (Trackwise)
- Understanding of applicable regulations and guidelines governing clinical supply manufacture and release (CFR, ICH)
- Daily supervision of direct reports – includes direction of daily activities as necessary, resolution of problems/issues with QA and internal and external clients

I really appreciate you taking the time to review my application for the position of clinical supplies.

Sincerely,

Drew Crona