Clinical Trial Associate Cover Letter

3068 Torp CornerPort Noble, NJ 51112
Dear Emery Gibson,

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

In my previous role, I was responsible for comprehensive strategic and operational support to ensure regulatory approval and compliance for clinical trials conducted worldwide ex USA & Canada.

I reviewed the requirements of the job opening and I believe my candidacy is an excellent fit for this position. Some of the key requirements that I have extensive experience with include:

- Comfortable interacting with physicians and study team
- Distribute and, at times, create study documents for the study sites such as confidentiality agreements (CDA), feasibility questionnaires, study binders
- Review and submit documents (including â��essential documentsâ��) to appropriate departments such as, Investigational Medical Product Supply Chain (IMSC), Regulatory Affairs
- Maintain and track documents such as Investigator Brochures (IBs), insurance policies, documents that are expiring and IND safety letters using Clinical Trial Management System (CTMS
- Collect, quality review and submit documents to the Trial Master File (TMF)
- Perform quality control of the TMF as appropriate
- Support planning and logistics for meetings including investigator meetings, study team meetings, and meetings with Contract Research Organizations (CROs) and other vendors
- Mentor and coach other CTAs, as appropriate, and support, participate, or provide leadership in departmental initiatives

Thank you for taking your time to review my application.

Sincerely,