Coordinator, Research Cover Letter

897 Brekke TerraceNorth Terribury, TN 70417-9568

Dear Sutton McCullough,

I am excited to be applying for the position of coordinator, research. Please accept this letter and the attached resume as my interest in this position.

In my previous role, I was responsible for general administrative support for the S&T Platform including all 3 subteams; Data Science, Computer Science, and Implementation and Improvement Science.

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:

- Possesses understanding of good clinical practices, understanding of patient rights and research ethics pertaining to clinical trials
- Proficiency with computer software such as Microsoft Office and patient record databases
- Experience using library search tools to research scientific papers
- Proficiency in the use of computerized software for the creation, manipulation, and basic analysis of large data sets
- Previous experience with grant writing and management of grants preferred
- Oversight of the purpose and status of programs and projects on the research team and use this oversight to support project-level activity
- Ensure the program goals are met by providing a decision-making capacity that cannot be achieved at the sub-program or project level
- Act as a sounding board for ideas and approaches to solving sub-program and project issues that have program-wide impacts

Thank you for your time and consideration.

Sincerely,

Skyler Nicolas