

# Coordinator, Research Cover Letter

9092 Peter CapeNorth Rina, MD 18603-1758

**Dear Rory Heathcote,**

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

In my previous role, I was responsible for expertise in utilizing databases such as PubMed, Scopus, and Web of Science, in addition to web content management tools.

My experience is an excellent fit for the list of requirements in this job:

- Experience preparing and reviewing budgets, reconciling accounts, and developing management level reports
- Excellent organizational skills and abilities – able to prioritize and multi-task in a complex dynamic environment
- Appropriate national certification or state licensure (New York State, current license or eligible) based on clinical training and background
- Proficient use of computers and software, including Microsoft Excel and Word
- Prior clinical research experience preferred but not necessary
- Grant writing and editing
- Experience in administration, laboratory operations, or laboratory-based science
- PC Computer knowledge and experience at intermediate level (with Microsoft Office products)

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

Sincerely,

Cameron Schumm