

Coordinator, Research Cover Letter

489 Lemke RueTiannaborough, AK 18320-5041

Dear Lennon Rutherford,

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.

Previously, I was responsible for oversight, development, implementation and evaluation of basic science related programs and initiatives at Massey Cancer Center.

Please consider my experience and qualifications for this position:

- Strong PC computer skills and Microsoft Office (Word, Excel, and Outlook), general Internet skills, and professional electronic communications skills
- Experience working with Human Subjects Division and Internal Review Board (IRB) process
- Demonstrated experience creating project plans and managing multiple deadlines and deliverables
- Articulate and tactful interpersonal communications skills
- Knowledge and demonstrated understanding of leadership theory and research related to areas such as transformational, transactional, and authentic leadership styles, developmental readiness, strategic thinking, inquiry based coaching, team dynamics and evaluation methods
- Experience with administration of web-based surveys
- Knowledge of research methods and design
- Experience with basic clinical instruments

Thank you for considering me to become a member of your team.

Sincerely,

Baylor Rowe