

Coordinator, Research Cover Letter

531 Corkery Cove
Bruenhaven, TN 52846

Dear Emery Rau,

I would like to submit my application for the coordinator, research opening. Please accept this letter and the attached resume.

In my previous role, I was responsible for updates regarding committee membership and reporting requirements as necessary to the NIH Office of Science Policy.

Please consider my experience and qualifications for this position:

- Computer literate in all critical programs (Microsoft Word, Power Point, Excel and Publisher) and the aptitude to learn new software as necessary for grant writing, presentations, fiscal management and website/brochure creation
- Assists with the preparation of scientific manuscripts to publish results of research
- Education in related fields
- International work/study experience strongly preferred
- Experience in handling confidential information and materials
- High-level of organization skill and attention to details
- Team-work oriented and problem solving capabilities
- Proficiency with standard MS Office software

Thank you for taking your time to review my application.

Sincerely,

Azariah Ruecker