

# Regulatory Affairs Coordinator Cover Letter

8418 Kassulke InletPort Brock, NE 97204-0815

**Dear River Hand,**

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

In the previous role, I was responsible for regulatory expertise to clinical project teams (Clinical trial applications, importation of clinical trial material and labeling review and approval).

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:

- Excellent Computer skills (Excel, MS Project, Visio, Powerpoint)
- Lead and directly line manage the UK administrative team supporting the RA EMEA Franchise Team, Regulatory CMC, Regulatory Compliance and Training and Regulatory Operations
- Provide support to the RA EMEA Franchise Leadership Team, working with the franchise leads to collate agenda items and presentation materials and disseminate in a timely manner
- Assist the franchise leads in the running of the RA EMEA Franchise Team by providing proactive administrative support across all dimensions of project administrative activities for multiple projects
- Manage the budget for the RA EMEA Franchise Team including
- Work with the RA EMEA Franchise Leadership Team to ensure that predicted financial requirements are included in the budget
- Maintain the budget tracking spreadsheets to monitor anticipated versus actual spend and work with Development Finance to track actual figures
- Primary contact for Franchise regulatory team with finance colleagues

**Thank you for your time and consideration.**

Sincerely,

