

Regulatory Affairs Coordinator Cover Letter

672 Emard Wells Malindahaven, NH 16008

Dear Landry Cartwright,

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

Previously, I was responsible for regulatory affairs input for clinical studies to assure compliance with domestic and international regulatory requirements (GCP), as well as to ensure efficient and approvable study designs.

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:

- BSc or MSc in Pharmacy or Life Science OR
- Near native level of German, fluent English (oral and written), a good level of French and Italian is an asset
- Accurate working style
- Knowledge of international trade matters
- In-depth knowledge of biological, chemical, life science, or medical device commodities in order to effectively interpret government regulations and liaise with shipment requestors
- Versed in key import/export processes including valuation, commodity classification, country of origin determination, other government agency requirement such as USDA, FDA, FCC, FWS, CITES, and EPA-TSCA
- Understanding of Customs Regulations (19 CFR), Export Administration Regulations (15 CFR), USDA (9 CFR), and CITES and Fish & Wildlife Services (50 CFR)
- Experience submitting IRB applications (new and amendments) preferred

Thank you for taking your time to review my application.

Sincerely,