

Research Administrator Cover Letter

93230 Weissnat PlainsRolfsonfurt, MO 31571

Dear River Roberts,

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

Previously, I was responsible for support for and preparation of human and/or animal research compliance documents in collaboration with the College of Pharmacy's Regulatory and Compliance Office.

Please consider my qualifications and experience:

- Crafting presentations based on research findings
- Demonstrated knowledge in Microsoft Office Suites (including proficiency in Excel and PowerPoint)
- Understanding of research methods
- Knowledge or previous exposure to crowdsourcing
- B.A or B.S strongly preferred
- Experience with databases such as UAccess, Microsoft Access
- Demonstrated knowledge of policies, procedures and requirements of all applicable regulations governing management of grants and contracts
- Demonstrated knowledge of applicable government and sponsor websites

I really appreciate you taking the time to review my application for the position of research administrator.

Sincerely,

Dylan Wintheiser