

Research Administrator Cover Letter

8287 Heller Mountains Tremblaybury, PA 45774

Dear Drew Nicolas,

Please consider me for the research administrator opportunity. I am including my resume that lists my qualifications and experience.

Previously, I was responsible for just-in -Time documentation and evidence of compliance, including Human Subjects Research (IRB) and Vertebrate Animal Research (IACUC) protocol approvals, Other Support pages, salary confirmations, and other information as needed.

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:

- Experience in using Microsoft Office Suite including computer data base systems
- Experience in taking initiative to work both independently and as a member of a team
- Experience multitasking while producing accurate output
- Experience meeting deadlines for multiple projects
- Experience problem solving and using critical thinking skills
- Outside collaborators in an educational setting
- Experience an integrated financial system
- EndNote or similar bibliographic tool

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

Sincerely,

Morgan Dach