

# Research Administrator Cover Letter

921 Orval Freeway  
Gleichnerport, AL 86594-3277

**Dear Shiloh Stanton,**

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

In the previous role, I was responsible for training to CUNY campus Research Integrity Officers, Conflicts of Interest (COI) Officers, IACUC, IRB and Institutional Biosafety Committee (IBC) chairs and administrators, and other appropriate CUNY individuals regarding use of human and animal subjects in research, export regulations, and the responsible conduct of research.

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:

- Advanced skills in Microsoft Word, and Excel knowledge of desktop publishing and web design computer applications
- Knowledge of databases and reporting tools
- Frequent sitting, light grasping, fine manipulation
- Occasional standing, walking, forceful grasping, telephone use, writing by hand, and sorting and filing paperwork or parts
- Minimal lifting, carrying, pushing and pulling objects weighing 11-20 pounds
- Demonstrated knowledge of Grants.gov and FastLane
- General understanding of Research Integrity regulations, best practices and investigations and research ethics
- Professional experience working with a Risk Analysis process

**Thank you in advance for reviewing my candidacy for this position.**

Sincerely,

Tatum Ebert