

Research Program Coordinator Cover Letter

374 Seth CliffCoralbury, WI 38424-8186

Dear Baylor Waters,

I submit this application to express my sincere interest in the research program coordinator position.

In my previous role, I was responsible for strategic input, review and approve clinical study protocols and protocol amendments Lead DRA activities regarding Novartis safety risk communications for the assigned projects.

My experience is an excellent fit for the list of requirements in this job:

- Collects or facilitates the collection, processing and shipment of specimens as
- Evaluates samples for quality and condition and notes any deviations from
- Trains and orients new staff to ensure competence of duties and assignments
- Supplements the performance of phlebotomist as needed to achieve clinical trial
- Familiar with medical procedure and laboratory fees
- Highly organized, proactive, and able to multi-task, set priorities, and meet deadlines among competing time and resource demands
- Effective communicator with excellent written and editorial skills
- Highly motivated individual able to work independently and within the team structure

Thank you in advance for taking the time to read my cover letter and to review my resume.

Sincerely,

Sutton Walter