

Research Study Assistant Cover Letter

66234 Toney Underpass West Rey, CA 45613

Dear Story Kutch,

In response to your job posting for research study assistant, I am including this letter and my resume for your review.

In my previous role, I was responsible for information, guidance, and interpretation of federal and state regulations governing management of grants and contracts.

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:

- Proficient in the use of Microsoft Office and Excel
- Able to use web editing and social media platforms
- Good working knowledge of FDA Good Laboratory Practice GLP Regulations as set forth in 21 CFR Part 58, OECD and ICH guidelines
- Experience with the design and conduct of regulated nonclinical studies
- Experience in reviewing study data and reports
- Excellent communication skills and is able to effectively communicate both internally and externally in performing role as liaison between the company and CRO
- Proficiency with Microsoft Word, Microsoft Excel, and other common electronic systems
- Plan, organize, and schedule in an efficient, productive manner

Thank you for taking your time to review my application.

Sincerely,

River Walsh