

Temporary Research Assistant Cover Letter

361 Susana UnionsWest Tomasa, CT 71617-5973

Dear Skyler Cummings,

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

Previously, I was responsible for support for research investigators and support staff, including resource information for protection of human participants.

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

- Proven work ethic and positive attitude
- Flexible – willing and able to adapt to frequent change
- Superior organization, accuracy, and attention to detail
- Strong analytical and problem-solving skills with technology
- Proven competence with Microsoft Word, Powerpoint, and Excel
- Applies general knowledge of principles and concepts in the field(s) of specialization
- May participate in discrete portions of the contract proposal process under close supervision, compiling data backup materials and portions of the final document
- Reviews professional journals and publications to extract and summarize information relevant to assigned research projects

Thank you for taking your time to review my application.

Sincerely,

Denver Greenholt