

# Dissected Industry Fellowship Letter of Intent Sample

This is an actual UCSF alumnus redacted sample of letter of intent for an industry fellowship. Please do not copy or in any way reproduce the contents of this letter as fellowship programs have already seen it. The intent of this resource is to serve as a basic structural writing guide for students to learn how to write a concise fellowship letter.

Please note: Before beginning any letter of intent or cover letter, it is essential to research an opportunity, otherwise you may not be able to make the most impactful relevant arguments in your letter. Ways to research a position include:

- Using LinkedIn, Glassdoor, the organization's website, etc., to learn more about a company and/or its employees
- Inviting someone in your network who is affiliated with the opportunity to coffee so you can learn more about their experience working there
- Using UCSF Alumni resources, like UCSF Connect, to find someone who is, or has been affiliated with the opportunity so you can invite them to coffee and learn more about their impressions and experience in regard to the organization.

A straightforward letter of intent includes about four to five paragraphs. Each paragraph in the sample letter is deconstructed below to illustrate how an applicant may write a letter of intent for an industry fellowship. Note that the rubric approach below is very formulaic in order to provide an easy to follow generic writing structure. Those who have excellent writing skills may choose to organize and write their letter in a different fashion according to their skill level and experiences. Regardless, each letter should be written in a way that is unique to the individual and their experiences.

## Rubric for elements that should be included in a first paragraph:

- The writer addresses the fellowship program director and describes how they learned of the position.
- The writer speaks to their interest in the organization or department, and the future impact they want to have as a professional.
- The writer introduces professional goals that align with the opportunity, or the writer could include a brief summary of their most relevant experiences that align with what the organization is looking for.
- The writer provides an overview of the specific skills/experiences that they're going to be talking about that they will bring to the program (e.g., clinical, communication skills).

**The first paragraph is the most important part of any letter because it provides an organizational structure and tone for the rest of the letter.** In the example below, note that the writer has included all of the first paragraph rubric elements in the first two brief paragraphs of their letter, **however the last sentence of the first paragraph also provides an outline for the topics of their subsequent paragraphs (e.g. dedication to scientific progress, autonomy of work and strong verbal and written communication skills):**

Dear Dr. Targaryen,

I am an X year pharmacy student at UCSF, writing to express my interest in the UX-Biotech THRONES Early Clinical Development Fellowship. I learned about this fellowship from my UCSF student affairs coordinator. This particular fellowship provides unique opportunities that could help to improve my skills and advance my career as a clinical scientist. I believe that I am a strong candidate for this position because of my *dedication to scientific progress*, *autonomy of work* and *strong verbal and written communication skills*.

## **Rubric for elements that should be included in a second/third or fourth paragraph:**

- The writer begins the paragraph by using a topic sentence that clearly restates what 1-2 relevant skills/experience they're going to be talking about (as listed in 1st paragraph).
- The writer provides 1-2 strong concrete supporting examples for each of the claims they make about their skills/experience. (e.g. how did they use the skill and what did they gain from the experience?)
- If applicable, the writer can also mention a challenge they overcame, or impactful project to demonstrate their learning.
- The writer clearly articulates what they learned or enjoyed about using the skill and/or going through that experience.

Note that the transition sentence between the first and second paragraph begins to provide evidence for their dedication to the scientific process as it relates to their summer internship experiences. This effectively creates a nice flow from the first paragraph to the second. The writer also ends the last sentence of the second paragraph with what they enjoy about the scientific process in relation to research, further clarifying their motivations for the reader.

The third and fourth paragraphs neatly follow the outline that the writer of this letter has set out in the last sentence of the first paragraph as well. For instance, the third paragraph gives evidence of the writer's *autonomy of work*, and the fourth paragraph give concrete evidence for their *strong verbal and written communication skills*. In a similar vein, applicants need to make sure that their paragraphs are well organized with concrete examples of the most relevant skills that they have highlighted in the first paragraph, like the example below:

*Before starting pharmacy school, I always had an interest in the science behind medicines and the drug development process. While working on pre-clinical research at Dothraki Pharmaceuticals during two summer internships, I applied innovative lab techniques and thoroughly documented my results. The Westeros Research team utilized my reproducible data to incorporate into their scientific development. This experience sparked my curiosity in research design and techniques to best learn about novel medicines.*

*During all of my internships, I was successful in working independently and initiating projects with minimal direction. At House Tyrell during my Medical Communication internship, I was very self-motivated and took advantage of collaborating with different teams on projects and this stimulated productivity and innovation. Working at Greyjoy during my Clinical Development internship, I quickly picked up on the nuances of a clinical trial protocol and how it follows the ethics of Good Clinical Practice guidelines.*

*In cultivating my communication skills, I learned how pharmaceutical messaging is strictly regulated and how it can powerfully influence patient care. I first practiced medical writing at House Tyrell. Key opinion leaders appreciated my concise and accurate language and quick turnaround for literature review summaries. I continued to develop these skills at Greyjoy, where I applied my verbal*

*communication skills to a presentation for the Chief Medical Officer on a proposed review article. I was prepared to answer questions and facilitated discussions to create a plan for the next steps.*

### **Rubric for elements that should be included in a fifth or sixth paragraph:**

- The writer begins the paragraph by using a topic sentence that clearly summarizes their main points and
- align with the skills/experiences that they highlighted in the previous paragraphs.
- The writer follows with a sentence that clearly shows they understand the organization/department
- by listing something that genuinely excites them about this opportunity and is written from a “what I can bring to your team/organization” perspective.
- The writer finishes with how their goals align with the opportunity and expresses enthusiasm for next steps.

The goal of the final paragraph is to neatly summarize your skills/experiences in a way to reflect how you can use them to contribute to the program. Additionally, the writer should also summarize a specific **reciprocal goal**, (e.g. how the training you will receive in the program can help you contribute to the team or your greater professional community). Lastly, the writer should end by thanking the reader and conveying desired next steps:

*If given the opportunity to be a UX-Biotech THRONES Clinical Science fellow, I hope to use these skills to find creative solutions to trial challenges on a global scale. This fellowship will help me prepare for clinical scientist positions, where I can show competency in clinical development activities and show expert clinical input. A long-term goal of mine is to use my experiences to participate in planning a pipeline portfolio. Thank you so much for your consideration and I look forward to speaking with you regarding my application.*

### **Complete Sample Industry Fellowship Letter**

Arya Stark  
000 Any St.  
San Francisco, CA 94000  
November 3, 20xx

Daenerys Targaryen, PharmD, FAHA  
Director, Fellowship in Industry Program  
1010 Random Ave, City, CA 94000

Dear Dr. Targaryen,

I am an X year pharmacy student at UCSF, writing to express my interest in the UX-Biotech THRONES Early Clinical Development Fellowship. I learned about this fellowship from my UCSF student affairs coordinator. This particular fellowship provides unique opportunities that could help to improve my skills and advance my career as a clinical scientist. I believe that I am a strong candidate for this position because of my **dedication to scientific progress**, **autonomy of work** and **strong verbal and written communication skills**.

Before starting pharmacy school, I always had an **interest in the science behind medicines and the drug development process**. While working on pre-clinical research at Dothraki Pharmaceuticals during two summer internships, I applied innovative lab techniques and thoroughly documented my results. The Westeros Research team utilized my reproducible data to incorporate into their scientific development. **This experience sparked my curiosity in research design and techniques to best learn about novel medicines.**

During all of my internships, I was successful in **working independently and initiating projects with minimal direction**. At House Tyrell during my Medical Communication internship, I was very self-motivated and took advantage of collaborating with different teams on projects and this stimulated productivity and innovation. Working at Greyjoy during my Clinical Development internship, I quickly picked up on the nuances of a clinical trial protocol and how it follows the ethics of Good Clinical Practice guidelines.

In cultivating my **communication skills**, I learned how pharmaceutical messaging is strictly regulated and how it can powerfully influence patient care. I first practiced medical writing at House Tyrell. Key opinion leaders appreciated my concise and accurate language and quick turnaround for literature review summaries. I continued to develop these skills at Greyjoy, where I applied my verbal communication skills to a presentation for the Chief Medical Officer on a proposed review article. I was prepared to answer questions and facilitated discussions to create a plan for the next steps.

If given the opportunity to be a UX-Biotech THRONES Clinical Science fellow, **I hope to use these skills to find creative solutions to trial challenges on a global scale**. This fellowship will help me prepare for clinical scientist positions, **where I can show competency in clinical development activities and show expert clinical input**. A long-term goal of mine is to use my experiences to participate in planning a **pipeline portfolio**. Thank you so much for your consideration and I look forward to speaking with you regarding my application.

Sincerely,

Arya Stark  
Doctor of Pharmacy Candidate, 20xx