

## **Dissected Industry Fellowship Letter of Intent Sample**

This is a 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](#) (an online networking platform for the UCSF community) 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).

In the example below, the writer has included all of the first paragraph rubric elements in the first paragraph of their letter. The writer states the position that they are applying for, their professional goal of becoming a clinician scientist and impact they would like to make,

and an overview of the skills/experiences that are relevant to the fellowship program (e.g., **clinical reasoning**, **oral and written communication**, and **research analysis**).

Dear Dr. Wheeler:

*I am writing this letter to express interest in the Clinical/Industry Fellowship Program at Shattuck Hospital/Rochdale Pharmaceutical Company. I have had the pleasure of speaking with Drs. Claremont and Dwight last spring at the Fellowship Information Day program regarding the unique exposures to endocrinology services and pharmacovigilance, confirming my desire to pursue this fellowship. The Clinical/Industry Fellowship Program will allow me to achieve my goal to become a strong clinician scientist and improve the lives of as many patients as possible. My skills in **clinical reasoning**, **oral and written communication**, and **research analysis** will help me make a valuable contribution to this fellowship program.*

**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 1<sup>st</sup> 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.

In the second and third paragraphs, the writer focuses on their relevant skills and experiences. The topic sentence of each paragraph clearly states the skills/experiences that will be covered. In the second paragraph, the writer provides supporting examples of how they developed their **clinical reasoning** and **oral and written communication skills** through their clinical training. In addition, they end the paragraph with how they plan to apply these skills and experiences in the fellowship program.

The third paragraph focuses on the writer's **research analysis** skills. The writer further elaborates on the projects they worked on and the skills they utilized. In addition, they highlight their accomplishment that stems from their research experience ("My proudest accomplishment has been...")

Throughout my pharmacy training, I have further developed my *clinical reasoning* and *oral and written communication skills*. For example, during my ambulatory care advanced pharmacy practice experience (APPE) rotation at Bancroft Hospital, I *assessed diabetes management* and *communicated evidence-based drug information with patients and providers*. In addition, I *wrote a collaborative practice agreement (CPA)* that increased the pharmacists' ability to initiate insulin therapy for patients with diabetes. *After presenting my work to the care team and performing a cost-effective analysis, the CPA was adopted into the clinic protocol, effectively increasing the percentage of patients with A1c at goal by 30 percent.* Through these experiences, I *valued the ability to synthesize information in clinical trials* and *educate providers on drug information*. I will leverage the experience of assessing appropriateness of drug therapies to support my work with patients on medications under clinical development. My vision as a fellow would be to use my past experiences in diabetes management and investigational drug research to identify and address unmet needs and areas of improvement within the Shattuck Hospital inpatient unit and Early Phase Development unit.

My breadth of knowledge and experience on clinical research studies from pre-clinical to phase IV have enhanced my skills in *research analysis*. As a past drug safety intern at Woolsey Pharmaceutical Company, I had the opportunity to perform hands-on safety science and risk management functions for sofosbuvir. *In addition to executing a review of Hopkins Medical Sciences Organization's adverse events reports on sofosbuvir and several other safety analyses, I also engaged in meetings with representatives from pre-clinical development, clinical operations, pharmacovigilance operations, biometrics, and clinical sciences to satisfy my curiosity for the clinical development process at Woolsey Pharmaceutical Company.* My proudest accomplishment has been *designing and analyzing pilot pharmacokinetic, pharmacodynamic, and pharmacogenomic studies and performing a retrospective analysis of sofosbuvir use* which I presented at this year's West Coast Pharmacy Conference. Through individualized training and research seminars, this fellowship would allow me to continue building my competencies in pharmacovigilance on a larger scale to help me fulfill my goal of becoming a strong clinician scientist and contributor to the advancement of drug development.

**Rubric for elements that should be included in the last paragraph(s):**

- 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 like the examples in *purple* below.
- The writer finishes with how their goals align with the opportunity and expresses enthusiasm for next steps.

In the final paragraphs, the writer showcases their understanding of the fellowship program by discussing what excites them about this opportunity and how they can contribute to it. In the fourth paragraph, the writer describes specific features of the program that attracts them to the fellowship. In the final paragraph, the writer summarizes their skills/experiences to reflect how they can use them to contribute to the program. Lastly, the writer thanks the program director for their time and consideration and expresses enthusiasm for next steps.

*There are several aspects of the Clinical/Industry Fellowship Program at Shattuck Hospital/Rochdale Pharmaceutical Company that appeal to me. The fellowship program's endocrinology clinical service aligns with my personal and professional background. As a patient with type 1 diabetes, I have had the unique first-hand experience of contributing feedback on several diabetes research studies through the Stephens Research Institute. My experience as a patient would further deepen my clinical interactions and research as a fellow. In addition to the clinical service component, the industry piece with Rochdale Pharmaceutical Company is equally attractive due to its focus on drug development.*

*Through my experiences in both clinical and research settings, I firmly believe that I have the intellect, skills, and work ethic necessary to succeed in the Shattuck Hospital/Rochdale Pharmaceutical Company Fellowship Program. If selected as a fellow, I will use my past experiences and hardworking attitude to positively impact this program and the patients involved. I am eager to contribute to this fellowship program by investigating issues to improve practice in the clinical service component at Shattuck Hospital and by developing high quality safety and clinical science deliverables at Rochdale Pharmaceutical Company. I look forward to speaking with you and members of the program regarding my application. If there are any questions, please do not hesitate to contact me. Thank you for your consideration.*

## Complete Sample Industry Fellowship Letter

October 1, 20xx

Addison Wheeler, Pharm.D.  
Fellowship Program Director  
Shattuck Hospital/Rochdale Pharmaceutical Company  
100 Any St.  
San Francisco, CA 12345

Dear Dr. Wheeler:

I am writing this letter to express interest in the Clinical/Industry Fellowship Program at Shattuck Hospital/Rochdale Pharmaceutical Company. I have had the pleasure of speaking with Drs. Claremont and Dwight last spring at the Fellowship Information Day program regarding the unique exposures to endocrinology services and pharmacovigilance, confirming my desire to pursue this fellowship. The Clinical/Industry Fellowship Program will allow me to achieve my goal to become a strong clinician scientist and improve the lives of as many patients as possible. My skills in **clinical reasoning**, **oral and written communication**, and **research analysis** will help me make a valuable contribution to this fellowship program.

Throughout my pharmacy training, I have further developed my **clinical reasoning** and **oral and written communication skills**. For example, during my ambulatory care advanced pharmacy practice experience (APPE) rotation at Bancroft Hospital, I **assessed diabetes management** and **communicated evidence-based drug information with patients and providers**. In addition, I **wrote a collaborative practice agreement (CPA)** that increased the pharmacists' ability to initiate insulin therapy for patients with diabetes. **After presenting my work to the care team** and performing a cost-effective analysis, the CPA was adopted into the clinic protocol, effectively increasing the percentage of patients with A1c at goal by 30 percent. Through these experiences, I **valued the ability to synthesize information in clinical trials** and **educate providers on drug information**. I will leverage the experience of assessing appropriateness of drug therapies to support my work with patients on medications under clinical development. My vision as a fellow would be to use my past experiences in diabetes management and investigational drug research to identify and address unmet needs and areas of improvement within the Shattuck Hospital inpatient unit and Early Phase Development unit.

My breadth of knowledge and experience on clinical research studies from pre-clinical to phase IV have enhanced my skills in **research analysis**. As a past drug safety intern at Woolsey Pharmaceutical Company, I had the opportunity to perform hands-on safety science and risk management functions for sofosbuvir. **In addition to executing a review of Hopkins Medical Sciences Organization's adverse events reports on sofosbuvir and several other safety analyses**, I also engaged in meetings with representatives from pre-clinical development, clinical operations, pharmacovigilance operations, biometrics, and clinical sciences to satisfy my curiosity for the clinical development process at Woolsey Pharmaceutical Company. My proudest accomplishment has been **designing and analyzing pilot pharmacokinetic**,

pharmacodynamic, and pharmacogenomic studies and performing a retrospective analysis of sofosbuvir use which I presented at this year's West Coast Pharmacy Conference. Through individualized training and research seminars, this fellowship would allow me to continue building my competencies in pharmacovigilance on a larger scale to help me fulfill my goal of becoming a strong clinician scientist and contributor to the advancement of drug development.

There are several aspects of the Clinical/Industry Fellowship Program at Shattuck Hospital/Rochdale Pharmaceutical Company that appeal to me. The fellowship program's endocrinology clinical service aligns with my personal and professional background. As a patient with type 1 diabetes, I have had the unique first-hand experience of contributing feedback on several diabetes research studies through the Stephens Research Institute. My experience as a patient would further deepen my clinical interactions and research as a fellow. In addition to the clinical service component, the industry piece with Rochdale Pharmaceutical Company is equally attractive due to its focus on drug development.

Through my experiences in both clinical and research settings, I firmly believe that I have the intellect, skills, and work ethic necessary to succeed in the Shattuck Hospital/Rochdale Pharmaceutical Company Fellowship Program. If selected as a fellow, I will use my past experiences and hardworking attitude to positively impact this program and the patients involved. I am eager to contribute to this fellowship program by investigating issues to improve practice in the clinical service component at Shattuck Hospital and by developing high quality safety and clinical science deliverables at Rochdale Pharmaceutical Company. I look forward to speaking with you and members of the program regarding my application. If there are any questions, please do not hesitate to contact me. Thank you for your consideration.

Sincerely,

Cal Acton, Pharm.D. Candidate