

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 states the position that they are applying for, an overview of their experiences and interests that are relevant to the fellowship program (*e.g.*, experiences in academia, industry), and they introduce their goal of pursuing a career in the biotech industry. In addition, they highlight the skills they developed through these

experiences (e.g., **written communication**, **research design**, **clinical knowledge and analysis skills**).

Dear Dr. Salem:

*I am writing this letter to express my interest in the Carrboro Fellowship Program. Throughout my pharmacy training at Cary Pharmacy School I have developed a deep interest in the area of clinical research. Through meaningful experiences in academia and industry I was able to develop and solidify my research skills, specifically **written communication** and **research design**, in addition to utilizing my pharmacy clinical knowledge to **analyze how medications impact common disease states**. I further fostered my research and clinical interests by pursuing a career in the biotechnology industry. Your training program offers an excellent opportunity for me to further practice and improve the skills I have developed and become a successful contributor to your organization and to the biotech industry.*

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.

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 **written communication**, **clinical knowledge and analysis skills** through their biomedical research experience. In addition, they highlight their accomplishments that stem from the research projects they pursued (*"These projects led to two published papers..."*).

The third paragraph focuses on the writer's experience connecting their **clinical experience to research design** at a biotech company. The writer further elaborates on the projects they worked on and the skills they utilized. The writer ends the third paragraph with what they learned through this experience, and how it confirmed their desire to work in the pharmaceutical/biotech industry.

*My **written communication**, **clinical knowledge and analysis skills** in biomedical research were developed when I started conducting research with Dr. Gibson, a faculty member at the pharmacy school and founder of Asheboro Biotechnology company. My first research project*

was centered around learning his company's software in order to support preclinical development of tofacitinib, a biologic drug for the induction and maintenance of ulcerative colitis and Crohn's disease. In this project, *I developed my writing skills and knowledge of common disease states by reviewing recent clinical literature about the risk factors and potential causes of ulcerative colitis and Crohn's disease and writing a literature review* in addition to using the company's software to conduct statistical analysis. During the following year the laboratory gained interest in post-marketing research and we developed our own local instance of the Asheville Reporting System. I rapidly came to the understanding that my growing pharmacy knowledge was imparting me with invaluable skills. *For example, my emergent ability to contextualize our research projects with real world clinical problems led to me becoming a leader in the group.* While working with the Asheville Reporting System database I developed an understanding and appreciation of how to conduct research, from data collection, analysis, and manuscript writing. *These projects led to two published papers* where we employed the Asheville Reporting System data to explore the additional utility of already approved drugs for new indications.

Connecting *clinical pharmacy practice to research design* has been extremely rewarding. My experience in *designing and conducting innovative retrospective studies* was noticed by Raleigh Biotechnology Company leading to my internship there and later promotion to a contractor position. At Raleigh Biotech Company I have had the privilege of working with Drs. Brevard, Clinton, and Dunn and *I developed a deep fluency with statistical coding in R, metabolomics, genomics, biostatistics and study design.* Projects I am currently working on include development of pharmaco-metabolomic biomarkers of drug efficacy for disease states including asthma and chronic obstructive pulmonary disease (COPD). Overall, the major takeaway from my experience at Raleigh Biotech Company was the realization of the power of the pharmacist in industry. Being the only person with a pharmacy background at Raleigh, I have thrived due to my strong foundation in clinical sciences and unique skills and perspectives in patient care. My realization of the utility of my soon-to-be-conferred PharmD in industry has led to my wholehearted commitment to a fruitful career in the pharmaceutical/biotech industry.

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.

The writer's goal for the final two paragraphs is to summarize their skills/experiences in a way to reflect how they can use them to contribute to the program. The writer begins each paragraph with a topic sentence that clearly summarizes their main points. In each paragraph they reiterate how they can contribute to the program. In addition, they showcase their understanding of the fellowship program by discussing what genuinely excites them about this opportunity. For example, in the last two sentences of the fourth paragraph, the writer describes specific features of the program that attracts them to this fellowship opportunity. In the final paragraph, the writer thanks the program director for their time and consideration and expresses enthusiasm for next steps.

I have many research and clinical skills to bring to the table and feel as though there are still many ways I can continue to grow and improve. The skills I have developed with retrospective study design with Dr. Gibson and at Raleigh Biotech Company will translate well to this position. Through a fellowship at Carrboro I hope to gain experience in study startup, execution, and closeout activities. I also aim to gain increased understanding and familiarity with the culture and dynamics of the workplace in the biotech industry.

I believe my skills in written communication and research design, along with my knowledge of common disease states, will allow me to successfully execute projects independently. My strong desire to be a part of the advancement of pharmaceutical care continues to drive me to succeed and to accomplish my goals. I look forward to speaking with you and members of your fellowship program regarding my application. Thank you for your consideration.

Complete Sample Industry Fellowship Letter

October 1, 20xx

Charlotte Salem, Pharm.D.
Fellowship Program Director
Carrboro Fellowship Program
100 Pharmacy Fellowship Avenue
San Francisco, CA 12345

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Sincerely,
Winston Durham