

Adam Smith  
Fiscal Medical Center  
14 Economist Way  
Bethesda, MD 20815  
June 1, 0000

Dear Dr. Smith:

I understand that the Thompson School of Medicine is seeking to fill a Clinical Research Associate position for a multi-year study on the effects of childhood obesity. My training as a Clinical Nurse Specialist at the University of California, San Francisco, three years of experience in clinical trials program management, and pediatric-focused experience enable me to contribute to your work.

Let me briefly highlight my skills and experiences:

▪ **Five years of clinical experience in preventative diseases:**

My career in nursing springs from my preventative measures, and effective drug and care treatments for common health risks in children, including diabetes, obesity, nutrition. For these reasons, my graduate work at UCSF's School of Nursing addressed community health responses to promote nutrition and health in families and research that addressed the effects of obesity in children.

▪ **Three years experience with multi-year clinical trials:**

I gained experience in all aspects of clinical trials management as a RN/research assistant at Stanford University, where I worked on a three year clinical trial focused on *Title of Clinical Trial here*. I am skilled patient screening and recruitment, conducting interviews and arranging follow up visits with participating study participants throughout the trial in accordance with research protocols. While at UCSF, I worked as a research assistant for Dr. Cathleen Broderick, where in addition to human subject management, my responsibilities included monitoring and maintaining quality control of study data collection and ensuring adherence to regulatory requirements and protocols. My work has familiarized me with the design and application of clinical research methods and techniques, the preparation of grants, reports, manuscript preparations and submissions and IRB protocols and NIH guidelines. Finally, these experiences taught me the communication and interpersonal skills required to promote highly functioning interdisciplinary clinical research teams.

I enjoy the project management involved in implementing clinical trials – and find applying my clinical knowledge to efforts that can tangible help children to be particularly meaningful. The opportunity to do both at UCSF is an exciting prospect. I will contact you the week of June 14<sup>th</sup> to follow up on my application materials and can be reached at 123.456.7890 should you have any questions. I wish you the best in your search.

With regards,

John Maynard Keynes



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John Maynard Keynes

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