

*Full-Time Sample Cover Letter:*

1851 Founded Street  
Philadelphia, PA 19131

23 September 2016

Jane Doe  
Employment Specialist  
University of Pennsylvania  
PO Box 007  
Philadelphia, PA 19101

Dear Ms. Doe:

Through information provided by the Career Development Center at Saint Joseph's University, it has come to my attention that The Perelman School of Medicine is seeking a Clinical Research Coordinator. The mission of the Perelman School of Medicine - to improve the health and well-being of people through research, education, clinical care and community service - speaks to the very reason I am pursuing a science degree at Saint Joseph's University. My experience working as a lab assistant over the course of the past two years has resulted in the development of the skills necessary to thrive in the Clinical Research Coordinator position

While working on my thesis, I wrote and submitted paperwork through IRB and received approval to conduct my own research. My thesis work provided me with experience working with limited supervision in a clinical setting and provided me with confidence to make decisions based on my experience and research. Conducting a study from beginning to end allowed me to be exposed to all aspects of the process - from the paperwork to recruiting and screening subjects, to the actual data collection. This project served as a capstone experience and solidified my desire to work in a lab setting professionally.

As a Division I Athlete on the Track & Field team, I have experience setting individual and team goals and creating a plan to meet the goals set. Involvement in athletics taught me how to manage my time efficiently to complete the goals set by the team as well as the academic goals I set for myself. While devoting 15 hours a week to my sport, I was able to maintain a 3.5 GPA and was named to the Dean's List each semester.

I am excited about the opportunity to work for The University of Pennsylvania. You will find my resume attached, which outlines my skills and experiences as they relate to the position. I will follow up with you in the next two weeks to see if I can answer any questions for you and look forward to the opportunity to communicate about how I can help you meet your needs.

Thank you for your consideration. I look forward to speaking to you.

Sincerely,

Joseph Hawk

Joseph Hawk