

# Jordan Taylor

January 16, 2026

Acme Corporation

RE: Career Change Clinical Research Coordinator

Dear Hiring Manager,

I am writing to express my enthusiasm for the Career Change Clinical Research Coordinator position at Acme Corporation, as advertised on LinkedIn. With a background in project management and a recently completed certification in clinical research, I am excited about the opportunity to leverage my skills in a new and impactful capacity within your esteemed organization.

In my previous role as a Project Manager at XYZ Solutions, I successfully led a cross-functional team to streamline operations, resulting in a 30% increase in project efficiency. This experience honed my ability to manage complex schedules, coordinate stakeholders, and ensure compliance with regulatory standards. Furthermore, I have developed strong analytical skills through my involvement in data management and reporting, which I believe are critical for a Clinical Research Coordinator. For instance, I conducted a thorough analysis of our project outcomes that not only identified areas for improvement but also contributed to a substantial increase in client satisfaction ratings.

Additionally, my volunteer work at the local hospital allowed me to gain firsthand experience in clinical settings, where I assisted in patient recruitment for clinical trials. This opportunity not only solidified my passion for clinical research but also enhanced my understanding of the ethical considerations and meticulous attention to detail required in this field. I am eager to bring my proactive approach and commitment to best practices to the Clinical Research Coordinator role at Acme Corporation.

I am excited about the prospect of contributing to your team and would love the opportunity to discuss how my background, skills, and enthusiasm align with the needs of Acme Corporation. Thank you for considering my application; I look forward to the possibility of discussing this position further.

Sincerely,

Jordan Taylor