

Jessica Marie Thompson

January 16, 2026

Acme Corporation

RE: Clinical Research Coordinator

Dear Hiring Manager,

I am writing to express my enthusiasm for the Clinical Research Coordinator position at Acme Corporation, as advertised on your careers page. With a strong background in clinical research and a passion for advancing patient care through innovative studies, I am excited about the opportunity to contribute to your team and help drive impactful research initiatives.

In my previous role at Health Innovations, I successfully coordinated a multi-site clinical trial assessing a novel treatment for diabetes. I demonstrated my ability to maintain compliance with regulatory requirements by implementing a robust tracking system for subject enrollment and data collection, which resulted in a 20% increase in participant retention. Additionally, I collaborated closely with investigators to streamline communication between the sites, enabling us to complete data collection two months ahead of schedule. My dedication to ensuring quality and efficiency in clinical trials has consistently been recognized, earning me the 'Excellence in Research Coordination' award last year.

Moreover, I have experience managing budgets and resources for clinical studies, having overseen a project with a budget exceeding \$500,000. By negotiating with vendors and optimizing resource allocation, I managed to reduce costs by 15% while maintaining the integrity and quality of the study. These experiences have equipped me with critical skills in project management, stakeholder engagement, and data analysis, making me a strong candidate for this role.

I am eager to bring my skills and experience to Acme Corporation and to further discuss how I can contribute to your research projects. Thank you for considering my application. I look forward to the opportunity to speak with you soon.

Sincerely,

Jessica Marie Thompson