

Jordan Smith

January 16, 2026

Acme Corporation

RE: Entry Level Clinical Research Coordinator

Dear Hiring Manager,

I am excited to apply for the Entry Level Clinical Research Coordinator position at Acme Corporation, as advertised on your careers page. With a strong academic background in biology and hands-on experience in clinical settings, I am eager to contribute to your team and support the advancement of innovative medical research.

During my internship at City Hospital, I assisted in a Phase III clinical trial focused on evaluating a new treatment for hypertension. I played a crucial role in patient recruitment, where I successfully screened over 100 potential participants and helped to enroll 30 patients in the study. This experience taught me the importance of compliance with regulatory standards and effective communication with both patients and medical staff. Additionally, I collaborated with the research team to collect and analyze data, which contributed to a comprehensive report that was presented at a national conference.

Moreover, I have developed strong organizational skills through my role as a volunteer coordinator for a local health fair, where I managed logistics for over 200 attendees and coordinated with multiple stakeholders. This role honed my ability to multitask under pressure while maintaining meticulous attention to detail, which is essential for a Clinical Research Coordinator. I am also proficient in data management software, which I understand is critical for tracking patient information and study progress.

I am enthusiastic about the opportunity to bring my skills and passion for clinical research to Acme Corporation. I look forward to the possibility of discussing how I can contribute to your team and help drive meaningful research initiatives. Thank you for considering my application.

Sincerely,

Jordan Smith