

Jordan Anderson

January 16, 2026

Acme Corporation

RE: Freelance To Full Time Clinical Research Coordinator

Dear Hiring Manager,

I am writing to express my enthusiasm for the Freelance To Full Time Clinical Research Coordinator position at Acme Corporation, as advertised on your careers page. With a solid background in clinical research and a proven track record of managing studies from inception to completion, I am excited about the opportunity to contribute to your team and support innovative research initiatives.

In my previous role as a freelance Clinical Research Coordinator, I successfully managed a multi-site clinical trial involving over 200 participants across three different locations. Through my strong organizational skills and attention to detail, I was able to streamline the recruitment process, achieving enrollment targets two months ahead of schedule. Additionally, I developed comprehensive training materials for site staff, which improved compliance rates and ensured uniformity in data collection, ultimately enhancing the quality of our results.

Moreover, I implemented a new data tracking system that reduced data entry errors by 30% and allowed for real-time monitoring of clinical trial progress. This proactive approach not only improved stakeholder communication but also facilitated faster decision-making in response to emerging challenges. My ability to adapt to changing environments while maintaining high standards of quality aligns well with the dynamic nature of clinical research at Acme Corporation.

I am eager to discuss how my expertise in clinical research coordination can contribute to the success of your projects. Thank you for considering my application. I look forward to the opportunity to further discuss my qualifications and the potential impact I can have at Acme Corporation.

Sincerely,

Jordan Anderson