

Emily Johnson

January 16, 2026

Acme Corporation

RE: Internship Clinical Research Coordinator

Dear Hiring Manager,

I am writing to express my enthusiasm for the Internship Clinical Research Coordinator position at Acme Corporation, which I discovered through the university's career services portal. With a strong academic background in biomedical sciences and hands-on experience in clinical settings, I am eager to contribute to your team and support the advancement of innovative research initiatives.

During my time as a research assistant at XYZ University, I played a pivotal role in coordinating a multi-site clinical trial focused on the efficacy of a new drug in treating autoimmune disorders. I successfully managed participant recruitment, screening, and data collection, resulting in a 30% increase in enrollment rates compared to previous trials. Additionally, I developed and implemented a tracking system that streamlined communication between study sites, enhancing our ability to meet critical deadlines and maintain compliance with regulatory requirements.

I am particularly drawn to Acme Corporation's commitment to patient-centered research and its innovative approach to clinical trials. My recent internship at ABC Medical Center further honed my skills in patient interaction and ethical considerations in research. I assisted in conducting informed consent discussions and ensuring that all patient queries were addressed, fostering a supportive environment that prioritized participant welfare. I am confident that my dedication and proactive approach would be an asset to your team.

I am excited about the opportunity to further discuss how my background, skills, and enthusiasm for clinical research align with the goals of Acme Corporation. Thank you for considering my application; I look forward to the possibility of contributing to your esteemed organization.

Sincerely,

Emily Johnson