

# Jordan Riley

January 16, 2026

Acme Corporation

RE: No Experience Regulatory Affairs Specialist

Dear Hiring Manager,

I am excited to apply for the No Experience Regulatory Affairs Specialist position at Acme Corporation, as advertised on your careers page. With a strong academic background in life sciences and a passion for regulatory compliance, I am eager to contribute to your team and support your mission of delivering safe and effective products to consumers.

During my internship at BioInnovate, I had the opportunity to assist the regulatory team in compiling documentation for product submissions. I successfully organized and streamlined the data collection process, which resulted in a 20% reduction in time spent on preparing submissions. This experience honed my attention to detail and reinforced my commitment to maintaining high standards in regulatory practices. Additionally, while working on my senior thesis, I conducted in-depth research on the compliance requirements for medical devices, which improved my understanding of the regulatory landscape and its impact on product development.

I am particularly drawn to Acme Corporation's innovative approach to regulatory affairs and your commitment to excellence in product safety and efficacy. I am eager to bring my analytical skills, along with my ability to quickly learn and adapt, to support your regulatory efforts. I believe that my proactive attitude and dedication to understanding regulatory frameworks will enable me to contribute effectively to your team.

I look forward to the opportunity to discuss how my background and enthusiasm for regulatory affairs can be a valuable addition to Acme Corporation. Thank you for considering my application.

Sincerely,

Jordan Riley