

Jordan Thompson

January 16, 2026

Acme Corporation

RE: Promotion Clinical Research Coordinator

Dear Hiring Manager,

I am writing to express my enthusiasm for the Promotion Clinical Research Coordinator position at Acme Corporation, as advertised on your careers page. With over five years of experience in clinical research and a proven track record of successfully managing and promoting clinical trials, I am excited about the opportunity to contribute to your team and drive impactful research initiatives.

In my previous role at BioHealth Solutions, I successfully led a team that executed a multi-site clinical trial for a novel medication aimed at treating chronic pain. My strategic approach to stakeholder engagement resulted in a 30% increase in participant recruitment within the first three months. Additionally, I developed and implemented a promotional campaign that increased trial visibility, leading to a 40% rise in inquiries from potential participants. These experiences honed my skills in project management, cross-functional collaboration, and communication, which I believe are essential for the Promotion Clinical Research Coordinator position at Acme Corporation.

Moreover, while working at MedTrials, I played a pivotal role in improving the efficiency of our clinical trial processes. By introducing a new digital tracking system, I reduced the average data entry time by 25%, enabling our team to focus more on patient engagement and regulatory compliance. My commitment to optimizing processes aligns perfectly with Acme Corporation's dedication to innovation and excellence in clinical research.

I am eager to bring my expertise in clinical trial promotion and my results-driven mindset to Acme Corporation. I would appreciate the opportunity to discuss how my background, skills, and enthusiasms align with the goals of your team. Thank you for considering my application; I look forward to the possibility of contributing to the exciting work at Acme Corporation.

Sincerely,

Jordan Thompson