**Jane P. Doe**Street Address · College Station, TX 77845 · 979-555-5555
JaneDoe@tamu.edu · LinkedIn URL

October 14, 2016

Jennifer Wilson
ABC Company
421 Business Park, Suite 210
Houston, TX 21014

Dear Ms. Wilson,

The posting for \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ calls for individuals with analytical, leadership and research skills and experience collaborating with faculty and public health departments. ABC Company will benefit from my leadership and expertise in the areas of clinical research, patient interaction, and data analytics as shown through the following experiences:

* With undergraduate training in Medicine and thereafter practiced for 4 years in a variety of clinical settings. Having worked for 2 years as a clinical research coordinator, I am familiar with patient interactions in clinical trials including recruitment, compliance to IRB and FDA regulations, status tracking, creating study protocols as well as database management.
* In my current role as an Epidemiologist intern, I am using my analytic skills and prior research experience to study the incidence of Vaccine preventable diseases (VPD) and the speed of response of the county health district in conducting outbreak investigations over the past 6 years. The result from my study will provide an important source of information in the planning of vaccine programs and the design of outbreak investigation by the county health district.
* I have taken the CITI Social and Behavioral Health “Using Human Subjects” course and am conversant with reporting requirements to the National Institute of Health, Food and Drug Administration, and other regulatory bodies.
* I have also taken the “TRAIN Data Security and Confidentiality” course and I am aware of patient confidentiality, security, and informed consent based on HIPAA guidelines.

This role is an exceptionally good fit because I will bring not only high energy but also unique research experience from working in different research organizations. My organizational skills and acute attention to detail will be invaluable to your project. I look forward to learning about the next steps in the selection process and would appreciate scheduling an interview.

Sincerely,

Jane Doe

**Jane P. Doe**Street Address · College Station, TX 77845 · 979-555-5555
JaneDoe@tamu.edu · LinkedIn URL

October 14, 2016

Dayna Rasco
ABC Company
209 Texas Avenue

Houston, TX 77777

Dear Ms. Rasco,

The posting for \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ calls for individuals with analytical, leadership, and research skills and experience collaborating with faculty and public health departments. ABC Company will benefit from my leadership and expertise in the areas of clinical research, patient interaction, and data analytics as shown through the following experiences:

**CLINICAL RESEARCH**

I use my analytic skills and prior research experience to study the incidence of Vaccine preventable diseases (VPD) and the speed of response of the county health district in conducting outbreak investigations over the past 6 years. The result from my study will provide an important source of information in the planning of vaccine programs and the design of outbreak investigation by the county health district.

**PATIENT INTERACTION**

With undergraduate training in medicine and 4 years of experience in a variety of clinical settings in addition to working as a clinical research coordinator, I am familiar with patient interactions in clinical trials including recruitment, compliance to IRB and FDA regulations, status tracking, creating study protocols, and database management. I have also taken the “TRAIN Data Security and Confidentiality” course and am aware of patient confidentiality, security, and informed consent based on HIPAA guidelines.

**DATA ANALYTICS & PROGRAM ASSESSMENT**

I have a keen understanding of data collection from electronic medical records including data analysis and robust documentation for creating reports and manuscripts. I have taken the CITI Social and Behavioral Health “Using Human Subjects” course and am conversant with reporting requirements to the National Institute of Health, Food and Drug Administration and other regulatory bodies.

I am excited about the opportunity to apply my experience in research and \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ to the mission of ABC Company. Thank you for your consideration.

Sincerely,

Jane Doe

October 14, 2016

Dayna Rasco
ABC Company
209 Texas Avenue

Houston, TX 77777

Dear Ms. Rasco,

As a May 2017 MPH candidate with a concentration in Health Promotion at Texas A&M University, I am positioned to make immediate contributions to XYZ Company’s \_\_\_\_(role)\_\_\_\_\_\_\_. Recently ABC Company’s CEO, John Smith, said “2016 was a year full of significant health challenges.” I am excited to apply my expertise in \_\_\_\_\_\_\_\_\_\_\_, \_\_\_\_\_\_\_\_\_\_, and \_\_\_\_\_\_\_\_\_\_\_ to help your organization make the improvements necessary to meet its goals of improved community relations and operational efficiency.

I have already seen XYZ Company take significant steps in reaching out to community leaders through socially responsible acts such as \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

The following represent selected attributes that qualify me as an ideal candidate for this position:

* **Problem Solving Skills** – I recently completed a summer practicum in \_\_\_\_\_\_\_\_ which involved managing a complicated project. As a result, I’ve developed proficiencies for recognizing problems, breaking them apart, and then providing appropriate courses of actions and deliverables which will resolve them.
* **Detailed Analysis** – I have learned some of the latest and most recent quantitative analysis and modeling techniques which will facilitate precise, timely, and thorough results.
* **Communication Skills** – While with my former employer, I routinely gave presentations to my division’s upper management, including senior managers and directors, regarding \_\_\_\_\_\_\_\_\_\_\_. In addition, I conducted training seminars to new employees.

For your consideration, I have enclosed my résumé which highlights relevant skills and experience. I would like to schedule an interview to express my desire to join ABC Company. I can be reached by phone at (979) 555-5555 or by email at JaneDoe@tamu.edu. I will call you next week to follow up and thank you for your consideration.

Sincerely,

Jane Doe