

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Hiring Manager's Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Hiring Manager's Name],

I am writing to express my interest in the Clinical Research position at [Company Name] as advertised on [where you found the job posting]. With a [Your Degree] in [Your Field] and [number] years of experience in clinical research, I am confident in my ability to contribute effectively to your team.

During my previous role at [Previous Company Name], I successfully [mention a relevant achievement or responsibility]. This experience has equipped me with a strong understanding of [mention relevant skills or knowledge]. I am particularly drawn to this position at [Company Name] because [mention why you are interested in the company or position].

I am skilled in [list relevant skills or technologies], and my ability to work collaboratively in teams and effectively communicate results will add value to your research endeavors.

Thank you for considering my application. I look forward to the opportunity to discuss how my background and enthusiasms align with the goals of [Company Name].

Sincerely,

[Your Name]