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Lydia Smith  
Director, Clinical Research & Development  
Vancouver Coastal Health  
601 West Broadway, 11<sup>th</sup> floor  
Vancouver BC V5Z 4C2

May 29, 2018

**RE: Health Clinical Research Coordinator**

Dear Ms. Smith:

Thank you very much for taking the time to review my application for the clinical research coordinator position at Vancouver Coastal Health. I learned about the opening during a recent conversation with your colleague James A. Bennett, who kindly introduced me to the role and its key responsibilities. My six years of experience in research methodologies and research trials have shown me that I have both the passion and the aptitude for this type of work, and I would be delighted to bring those strengths to Vancouver Coastal Health.

During my PhD degree at the University of British Columbia, I investigated the emerging trends of using innovative health care technologies to resolve pressing issues for physicians and scientists. As a result, my knowledge about clinical research methodologies is both deep and broad. Some key achievements include:

- I was involved in planning, designing, assembling and delivering the instructional trials of 3 research teams at the Clinical Research Centre by collaborating with internal and external stakeholders, resulting in an increase in operational efficiency.
- I was in charge of regulating procedures to ensure patients' test results and information were kept confidential at all times
- I provided supervision and training to 5 graduate research assistants by showcasing solid interpersonal skills and the ability to give constructive feedback under a fast-paced work environment.

In addition, I was actively involved in the student governance at my university by serving as the co-president of the Clinical Research Graduate Student Society which helped me to hone my organizational and interpersonal skills. In this role, I developed and managed a budget of \$ 10,000 CAD over the span of 2 years, resulting in a budget surplus of \$5,000 at year-end reviews.

I look forward the opportunity to speak with you further about how I can be an asset to your team. Thank you for taking the time to review my application.

Sincerely,

Samantha Wong, Ph.D