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Lydia Smith
Director, Clinical Research & Development
Vancouver Coastal Health
601 West Broadway, 11th floor
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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, the depth of my knowledge about clinical research methodologies is matched by its breadth. Some of my key achievements include:

- 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;
- regulating procedures to ensure patients' test results and information were kept confidential at all times; and
- providing 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 served as the Co-President of the Clinical Research Graduate Student Society, which helped me to gain a deeper understanding of leadership and governance. 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