

# CLIENT NAME

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**ADDRESS:** TORRANCE, CALIFORNIA **EMAIL:** SAMPLE@GMAIL.COM **LINKEDIN:** [HTTPS://WWW.LINKEDIN.COM/IN/CLIENTNAME/](https://www.linkedin.com/in/clientname/)

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Date

Name of Addressee  
Title/Role  
Organization Name  
Address

Dear [Name of Addressee],

In my enthusiasm to be a part of your organization, please accept this letter to express my genuine interest in the **Sustainability Research Analyst** position. Currently, I am in pursuit of an opportunity to best utilize my years of experience including the knowledge and skills I gained, to contribute to meeting your set-forth goals and objectives.

I consider myself to be performance-driven and reliable with a strong desire to work toward the achievement of the organization's success. I take pride in working hard, dealing with challenges, and gaining new experiences to broaden my horizons. To familiarize you with my qualifications, here are some of the abilities that I could bring to your organization:

- Highly analytical researcher and statistician, offering hands-on experience in research, statistical analysis, and data management; complemented with an in-depth understanding of scientific research methods, protocols, and best practices;
- A graduate of a master's degree in Public Health with a concentration in Biostatistics at [University A] and a bachelor's degree in Biological Sciences and Statistics, Minor in Chemistry at [University B];
- Adept at generating scientific reports and documentation, including clinical trial results and research findings to be presented to the scientific community;
- Technically proficient with Stata, R, R Studio, Python, SAS, SPSS Statistics, Minitab, and clinical trial management system (CTMS);
- Eloquent speaker and attentive listener with bilingual competency in English and Korean; able to communicate pertinent information to target audience both verbally and in writing; and
- Purpose-driven and go-getter individual, highly committed to delivering optimum results in alignment with the organization's mission and vision.

On a more personal note, I assure you that I thrive in a cross-disciplinary and multicultural team environment and am absolutely driven to succeed. I bring a professional attitude to any task given to me. Thus, I am comfortable and calm in accomplishing emerging and multiple responsibilities while adhering to professional practice standards and organizational policies.

I would be glad if you would give me the opportunity to speak with you, so we may further discuss how I could meet the particular needs of your organization. Thank you for taking the time to review my credentials, and I look forward to hearing from you soon.

Sincerely,

**Client Name**

*Enclosure: Curriculum Vitae*