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Email | (Area Code) Phone-Number | [linkedin.com/in/yourname](https://www.linkedin.com/in/yourname)

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[Date]

Jane Doe  
Senior Associate  
Smith & Associates Accounting Group 123 Barbary  
Lane  
San Francisco, CA 94105 Dear Jane Doe,

Dear Jane Doe,

**[State the position you’re applying for]** I am submitting my résumé in consideration for the clinical research intern position with ApexBio Innovations.

**[State why you’re a strong candidate]** Given my background in biomedical sciences and my extensive leadership experience, I believe this role is an excellent fit for my skills and career goals. I am particularly interested in ApexBio Innovations because **[state why you’re interested]**.

**[Outline your relevant experience]** I developed a strong interest in clinical research while working toward my degree in biomedical sciences at the Baxter Institute of Technology. Specifically, my Clinical Research Methods course provided me with a solid foundation in study design, data collection, and ethical considerations. Along with my academic background, I bring strong leadership, communication, and organizational skills. As president of the Biomedical Research Club, I had the opportunity to lead a team of over 100 students, managing all events, projects, and collaborations.

**[Restate your qualifications and interest]** As a proven leader, collaborative team member, and critical thinker, I feel my skills and experience make me an ideal candidate for the clinical research internship. I would be excited to interview for the position and look forward to hearing from you. Thank you for your time and consideration.

Sincerely,

[Signature]

[Your Name]