

# Jill Sanchez

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**Rick O'Brien**  
**Lakeview University**  
**123 Your Street,**  
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[month, day, year]

Dear Mr. O'Brien,

One of my proudest moments last year was studying how synovitis when treated with anti-inflammatory polysaccharides resulted in a 36% decrease of rheumatoid arthritis. As a Senior Research Assistant at Westfield College, this success was featured on the cover of Arthritis & Rheumatology as a "breakthrough therapy." I believe similar results could be achieved if I were chosen as your new Senior Research Assistant at Lakeview University.

The clinical trials at Lakeview University, featuring the latest immunoelectrophoresis-serum techniques, I believe is the future of immunology. My 15+ years of supervision, including 300 clinical trials, has given me the experience that aligns with your excellent patient care. Other accomplishments that would also be beneficial to Lakeview University include:

- Management: Supervised the testing methodology for over 35,000 clinical trial patients
- Development: Designed a lab program reducing turnaround time from 45 days to a week
- Certifications: Received both my ACRP and SOCRA certifications in 2012

I would like to discuss how my project management, interpersonal, and regulatory skills would be helpful to your immunology department. Please contact me at your earliest convenience for an interview.

Best regards,

Jill Sanchez

P.S. — I would also love to tell you how my mentoring program for lab technicians was recently recognized by the Oregon State Legislative Assembly.