**Dan Murphy**

[Street Address], New York, NY 55900

Home: (555) 555-5555 email: [Email Address] Cell: (444) 444-4444

**Today’s date**

Edwin Mason, Research Director

ABC Health Association

Address, City, State, zip

**Re: Research Coordinator Opening**

Dear Sir,  
In response to your job posting for a research coordinator for your mental wellness screening organization, I am pleased to submit my attached resume.

For the past nine years, I have been serving the adult and teenage population of [Your-city] in ABC Mental Health Bureau, and saw an average of 2,000 clients annually, directing them to appropriate agencies, clinics, doctors, and therapists.   
I treat my clients with dignity and understanding, and enable them to succeed reaching their life purpose.

In addition to assisting clients with referrals, my duties also included:

* Recruiting adults of all ages for research projects, whether answering surveys, participating in experimental therapies, or debriefings.
* Reviewing documentation concerning their medical history, laboratory tests, and previous dosage, gathered information through focused listening, and assessed clients’ cognitive and psychiatric state.
* Working with clients’ families to determine their eligibility for government and privately funded initiatives, and verified insurance coverage.

Our Stay Well: Stay Part of the Real-World program has been implemented in other cities, and in [Your-city], the occurrence of repeat hospitalizations has dropped by 74%.

It would my pleasure to meet with you to discuss my philosophy and methods further.

You can reach me via email or by calling my cell phone.   
If I am with a client, you’ll reach my voice mail and I will call you back as soon as possible.

Respectfully yours,

Dan Murphy **Attachment: Resume**