

# KELSEY JONES

513-555-1234 | kjones34@gmail.com | West Chester, OH

12 November 2020

Nicole Stein  
Medpace, Inc.  
5375 Medpace Way  
Cincinnati, OH 45227

Dear Ms. Stein:

I am writing to apply for the Spring 2021 Clinical Trials Internship with Medpace, Inc. I am a junior at Miami University majoring in Applied Biology with a concentration in Human Biology & Health Sciences. My career goals have always involved working in a lab to conduct research that will improve people's lives, which is why I am drawn to this internship with Medpace. It would be a privilege to gain invaluable research experience with your organization.

I believe I am well-qualified for this internship based on your need for an experienced and organized intern who can prioritize effectively. I gained lab experience last semester by serving as a research assistant for the Miami University Regionals Biology Department. In the study, which involved the behaviors of zebrafish, I was responsible for setting up experiments, recording observations, and processing paperwork. My experience in research and in the classroom thus far has allowed me to become highly organized. I am efficient and possess a strong attention to detail. Finally, my time as a student has allowed me to become an expert at prioritizing tasks. I take deadlines seriously and can manage multiple tasks at once.

Along with my education and experience, I am a good fit for this position because of my desire to work for Medpace, Inc. I value your mission of providing high quality clinical research while closely adhering to ethical standards. These are some of my personal values, and it would be incredibly fulfilling to continue gaining lab experience in such an ethical environment.

I am excited about the opportunity to work for Medpace, Inc. as an intern and gain invaluable experience. Please feel free to contact me if you have any questions about my qualifications. I look forward to speaking with you soon.

Sincerely,

Kelsey Jones