

Make it clear how to
contact you

DEBALIENA YORKE

Use a professional
email address

1870 W Durbum Dr.
Salem, OR 98671

861.371.0413 | dyorke@willamette.edu | DebYorke@LinkedIn.com

Consider including
your customized
LinkedIn URL

December 12, 2013

Research the position and address

Ms. Jennifer Pingul *your cover letter appropriately*

Director, Research and Development
IUPUI School of Science
815 West Michigan Street
Indianapolis, IN 46202

Dear Ms. Pingul: *Use formal formatting*

Be sure to tailor your resume to
the job description, reference aspects
of the position in your cover letter

Use an upbeat tone and formal language

I am very **excited** to apply for the position of Assistant Director, Research and Development at IUPUI's School of Science. **I am particularly interested in the opportunity to train and supervise** undergraduate research students, which is currently a professional goal of mine. In addition, I would love to share my expertise and experience in research and development with IUPUI's School of Science students by teaching research methods courses and concepts.

*Justify your text
for a clean look*

Vary your syntax; start each paragraph with a different word

For the past five years, I have been an Assistant Director of Clinical Research with Genentech, with a focus on the new employee-training program. Through both researching and training, I have been able to educate a diversity of employees in the field of research and development. Within my role, I have had the opportunity to teach multiple sections of five different training courses. As a lead instructor, I also successfully trained five associate directors in their management roles. This involved carefully guiding lesson plans, observation in the classroom, and detailed feedback and evaluation. In addition, I have led several professional staff trainings to develop my colleagues' skills in the areas of research and development strategies, autonomous management techniques, and employee presentation techniques. These skills and experiences could be seamlessly transitioned into a new role as Assistant Director, Research and Development at the School of Science.

Talk about your past successes and show how they will help your next employer

Through my role on the Genentech Relations team, I launched and expanded new research ethics training efforts promoting Genentech's commitment to quality and sustainability. Developing relationships with research teams and departments across the country as a part of this team has proven effective in marketing our training programs. My experiences in training program building and developing targeted research and development strategies will certainly contribute to the specialized needs of your department.

Reiterate how you will benefit the employer

I believe that my five years of professional leadership experience in research and development have prepared me for the position of Assistant Director, Research and Development at the School of Science. **I have also included my resume,** which outlines more of my relevant experiences. I am looking forward to the opportunity to talk with you more about this opportunity. You may contact me at dyorke@willamette.edu or 861-371-0413 should you have any questions. Thank you for your time and consideration of my application for this position.

*Refer to your resume in your cover
letter, but do not simply repeat all the
information in your resume, expand on it*

Sincerely,

*Conclude by briefly summarizing
and explaining how the employer
may get in contact with you*

Debaliena Yorke

Debaliena Yorke

*Sign your name and save
the document as a PDF*

*One page is plenty of information for a
cover letter, but make sure you include plenty
of useful information within that one page*