

Academic Registrar Cover Letter

9384 Gerhold Branch South Noah, MD 23158-2006

Dear Ryan Wolf,

Please consider me for the academic registrar opportunity. I am including my resume that lists my qualifications and experience.

In the previous role, I was responsible for timely and appropriate responses to student requests regarding course exemption and transfer credit assessments, student exchange and any other requests for exceptions to University academic rules and regulations.

My experience is an excellent fit for the list of requirements in this job:

- Demonstrable proficiency with PCs and related software, such as MS Office Suite - spreadsheets, databases, word processing, project management, flowcharting, internet, and interactive computing
- Proficiency in the use of the PeopleSoft, Microsoft Office products and Gmail
- Experience working with large, complex computer files and data structures
- Excellent communication and customer service skills along with event management and public relations experience
- Knowledge of integrated software systems Microsoft Office Suite and file management
- Student Records, Registrar, Enrollment Management, or Information Technology experience
- Strong technology background and integrated system-process thinking
- Assist the Senior Associate Registrar with other duties as needed

Thank you in advance for taking the time to read my cover letter and to review my resume.

Sincerely,

River Purdy