

# Academic Registrar Cover Letter

5578 Schiller Roads East Billyhaven, NV 36671-4312

**Dear Skyler Quitzon,**

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

Previously, I was responsible for resources and direction to facilitate student understanding of communications and processes across university departments and academic units.

I reviewed the requirements of the job opening and I believe my candidacy is an excellent fit for this position. Some of the key requirements that I have extensive experience with include:

- Demonstrated success with improving business processes
- Knowledge of curriculum and academic program structures in a College setting
- Creative thinker with attention to detail
- Commitment to diversity, inclusion, and to serving the needs of a diverse population
- Experience with student information systems or equivalent
- Demonstrated experience building and maintaining a large rules-based database
- Proven experience evaluating and implementing new technologies
- Knowledge of the University's academic policies, particularly as related to curriculum

**I really appreciate you taking the time to review my application for the position of academic registrar.**

Sincerely,

Tatum Friesen