

Academic Registrar Cover Letter

193 Williamson SpursKunzeberg, WI 19485-9222

Dear River Denesik,

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 oversight of on-site registration processes, student academic support services, academic conduct issues, grade appeals, and record keeping.

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

- Knowledge of HRIS, Student Financials, Microsoft Office, Gizmo, and ImageNow
- FERPA training within one month of appointment
- Advanced skills using Microsoft Office products
- Academic advising experience in higher education
- Experience in database report writing, performing advanced data mining and analysis
- Experience in enrollment management
- Experience in areas of student activities/services or campus life
- Demonstrated proficiency at the advanced level with Microsoft Office products (Word, Excel, and PowerPoint)

Thank you for taking your time to review my application.

Sincerely,

Blake Walsh