

# Enrollment Analyst Cover Letter

77207 Candace CanyonDaughertytown, NE 98807-9403

**Dear Rory Mann,**

In response to your job posting for enrollment analyst, I am including this letter and my resume for your review.

Previously, I was responsible for input to Performance Plans; assist the Leader with performance planning and with the development of Associate performance improvement plans.

Please consider my qualifications and experience:

- Proficient with report and dashboard development tools such as SQL Developer, Tableau, PS Query, BI Publisher, or other similar tools
- Knowledge of Scrum/Kanban project management using JIRA or Smartsheet
- Scrum Product Owner experience or certification
- Familiarity with fundamentals of Product Management practice
- Working knowledge in projects involving data mining, data visualization, reporting, and dashboards
- Experience providing technical support and clear communication
- Experience using prototyping tools such as Visio or Lucidchart
- Hands on experience with process automation, best practice approaches, technology efficiency, and effectiveness

**Thank you in advance for reviewing my candidacy for this position.**

Sincerely,

Riley Stehr