

# Enrollment Specialist Cover Letter

40381 Briana LightsKemmerport, OR 87517-2249

**Dear Dallas Nader,**

I submit this application to express my sincere interest in the enrollment specialist position.

Previously, I was responsible for data entry for Graduate and Undergraduate Admissions as required, which could include recruiting, admissions or registration data entry items.

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:

- HS diploma or GED equivalent from accredited institution
- Prefer strong knowledge of New Membership System experience
- Prefer knowledge of Medicare Blue enrollment process
- Contact suppliers by phone to introduce the FIS Integrated Payables Virtual Credit Card and ACH programs against various performance targets
- Deliver prepared sales scripts to persuade potential suppliers to enroll in electronic payment programs following FIS Integrated Payables's call quality guidelines to ensure a consistent supplier experience
- Perform supplier analysis and update records for lead activity and status
- Adopt and promote FIS Integrated Payables marketing policies and best practices
- Comply with standard operating procedures and meet performance guidelines

**Thank you for taking your time to review my application.**

Sincerely,

Hayden Corwin