

# Enrollment Specialist Cover Letter

8422 Rosenbaum Square North Guillemomouth, IL 37334-8662

**Dear Zion Corwin,**

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

In my previous role, I was responsible for effective and efficient processing support, including, but not limited to, opening mail, scanning documents, transcript review, GPA recalculation, and data entry during peak processing and at other times.

Please consider my qualifications and experience:

- Knowledge of medical terminology as it relates to specific privileges
- Knowledge with large healthcare organizations, Medicare and Medicaid policies and procedures
- Detail oriented, task oriented, problem solving and reasoning skills, works individually in a team environment
- Technology/Leveraging Technology/ADVANCED
- A dynamic, outgoing personality
- Strong customer service orientation, creativity and problem solving skills
- Business development abilities
- Strong multi-tasking, organizational, business and functional skills and knowledge

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

Sincerely,

Rory Stiedemann