

# Enrollment Specialist Cover Letter

97638 Charles ExtensionRodrigueztown, DE 76253-2465

**Dear Zion Mosciski,**

I would like to submit my application for the enrollment specialist opening. Please accept this letter and the attached resume.

In my previous role, I was responsible for council and guidance on data related matters: critical data, data requirements, metadata standards, data retention requirements.

Please consider my experience and qualifications for this position:

- Experience in selling educational solutions and/or enrollment management preferred
- CPC (Certified Professional Coder) certification preferred, demonstrated coding and billing knowledge/experience considered
- Capacity to work in a fast-paced environment, to be self-starter and work independently
- Demonstrate a high level of integrity and understanding of student privacy regulations
- Demonstrated knowledge of FERPA policy and procedure
- Experience in establishing and maintning working relationships with diverse population
- Working knowledge of applicable lines of business (Commercial, Medical Assistance, Medicare, CHIP, and adult Basic) and associated products (HMO, PPO, EPO, PDP, Medicare Select, Medicare Supplement, National Complimentary Plan, and POS)
- Experience with business process and customer relationship management systems

**Thank you for your time and consideration.**

Sincerely,