

Enrollment Cover Letter

566 Corwin Mall New Alexisborough, FL 21170

Dear Frankie Hansen,

I am excited to be applying for the position of enrollment. Please accept this letter and the attached resume as my interest in this position.

In the previous role, I was responsible for customer service for the four functional areas of Enrollment Services through a multi-line telephone system and the Enrollment Services electronic mailbox.

Please consider my qualifications and experience:

- Previous experience reviewing and analyzing statistical data to identify trends potential problems/opportunities for improved service quality
- Excellent verbal and written communication skills public speaking and training abilities and experience
- Knowledge of various computer systems including all Microsoft Office systems, Outlook
- Strong processes improvement skills necessary to get things done
- Knows how to organize people and activities
- Understands how to separate and combine tasks into efficient work flow
- Knows what to measure and how to measure is
- Can see opportunities for synergy and integration where others can't

Thank you in advance for taking the time to read my cover letter and to review my resume.

Sincerely,

Corey Cronin