

Enrollment Cover Letter

6352 Johns WellsLake Yongside, FL 03745

Dear Tatum Schamberger,

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.

Previously, I was responsible for support for the Connectors, Navigators and job-seekers we serve including managing the Appointlet system for reservation of a scheduled meeting time.

Please consider my qualifications and experience:

- Gets more out of few resources
- Knowledge of REP, ERCOT and/or TDSP standards preferred
- Other related subject area
- Experience coordinating multiple events in multiple locations
- Excellent written/verbal communication, detail oriented and strong interpersonal skills
- Demonstrate and convey a sense of "can do ", "team spirit" and "inspirational" behavior
- Seek opportunities to improve the work environment
- Previous call center/phone experience

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

Sincerely,

Shiloh Stokes