

# Enrollment Cover Letter

672 Lucien Highway East Angelside, IN 47990

**Dear Dakota Willms,**

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

In my previous role, I was responsible for training to academic advisors on records and registration processes; request access from Registrar's Office for new users from Harris to University systems.

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:

- Experience in telesales, especially consultative selling, preferred
- Working knowledge of effective customer service and problem resolution techniques
- Working knowledge of PC-related software and information systems to include Microsoft Office products
- Some knowledge of call center operations
- Some knowledge of principles and practices in college student services preferred
- Some customer service experience in a student-focused environment
- Experience with Colleague, Informer, or like student information and reporting system is preferred
- Prior experience working for a government institution, managed care carrier or physician practice processing physician enrollments, preferred

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

Sincerely,

Robin Cartwright