

Enrollment Cover Letter

38509 Cecila HarborsFerrystad, MS 51073

Dear Shae Prosacco,

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

In the previous role, I was responsible for members/representatives with a description of the provided Fiscal/ Employer Agent FMS Services and Financial Counseling Services; PCG PPL hours of operation; key contact names and numbers; guidance and direction on key processes and related time frames; Participant rights information; processes for resolving issues and complaints.

Please consider my experience and qualifications for this position:

- Work occasional long and irregular hours
- Accurate data entry, tracking and overall management of form information
- Good communication Skills -Telephone, Email and Correspondence Etiquette
- Have basic math aptitude
- Determine what process guidelines to apply
- Determine when problems need to be escalated
- Good knowledge of Microsoft Office, specifically Excel, Word and Outlook Exchange
- Experience developing employees for professional growth

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

Sincerely,

Finley Cremin