

Enrollment Cover Letter

49743 Carroll ForkLake Andresberg, MI 84540

Dear Story Koelpin,

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 direct support and direction for all duties within the Integrated Student Services Center operation to the Specialists under their direction.

Please consider my qualifications and experience:

- Solid communications abilities
- Understanding of job functions and operations at all levels of the Company
- Trainer role can be worked in-office or remotely, but not exclusively
- Works well under pressure to meet deadlines and goals
- Excellent interpersonal skills, strong attention to detail
- Basic mathematical skills, strong Microsoft Excel skills preferred
- Strong experience with distance education and distance learning students is preferred
- Enroll prospective and returning Language Programs students (ESL and Foreign Language) by phone and in person

Thank you in advance for reviewing my candidacy for this position.

Sincerely,

Emerson Daniel