

Registrar Cover Letter

7152 Erdman Grove Allaton, MA 42722-1144

Dear Tatum Zieme,

Please consider me for the registrar opportunity. I am including my resume that lists my qualifications and experience.

In the previous role, I was responsible for data, information and education regarding opportunities for improvement and compliance with regards to clinical practice and processes across the system.

My experience is an excellent fit for the list of requirements in this job:

- Extensive knowledge of FERPA and related regulations
- Knowledge of issues in higher education and able to conduct literature searches to support strategic planning
- Knowledge of AACRAO guidelines, FERPA and the policies and procedures of Saint Luke's College
- Notary of Public highly recommended
- Technology experience working with and in enrollment management systems
- Able to register patients
- Comfortable with a high patient volume/workload
- Effective communication skills to support frequent communications with senior managers

I really appreciate you taking the time to review my application for the position of registrar.

Sincerely,

Morgan Jaskolski