

Appointment Setter Cover Letter

4695 Derek GlensWest Jacqueline, AK 24706

Dear Emerson Vandervort,

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

Previously, I was responsible for them with brief information about the resort, resort activities and services, and activities in the area.

Please consider my qualifications and experience:

- Excellent phone etiquette and verbal/written communication skills
- Partner with the service department to schedule vehicle service appointments
- Greet customers and provide information on shuttle schedule if needed
- Contact and communicate with customers to identify automotive service needs
- Follow all dealership processes and procedures, high frequency of contact with customers
- Thorough documentation of all contacts within the customer management system
- Complete internet lead management service work plans on a daily basis
- Use scripts to collect all pertinent customer information and document in the system accordingly

Thank you for taking your time to review my application.

Sincerely,

Peyton Fritsch