

# Appointment Setter Cover Letter

6390 Herman FieldsHectorville, LA 49255

**Dear Oakley Heller,**

I would like to submit my application for the appointment setter opening. Please accept this letter and the attached resume.

Previously, I was responsible for a demo to prospective customers in retail locations, educating them about Vivint's product and service offering.

Please consider my experience and qualifications for this position:

- Excellent customer service skills and motivation to be successful
- High volume incoming and outgoing calls, ranging from 50+ calls per day
- Advanced computer and phone skills
- Minimum typing 35-40 words per minute at minimum
- Experience using customer tracking systems to track calls and appointments preferred
- Prior retail, sales, service BDC, receptionist, call center, or sales BDC experience preferred
- Outbound call / appointment setting experience
- Excellent phone presence and articulation

**Thank you for considering me to become a member of your team.**

Sincerely,

Frankie Satterfield