

Appointment Setter Cover Letter

6911 Powlowski CapePort Curtborough, CT 19190-8475

Dear Emerson Hamill,

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

Previously, I was responsible for service customers to achieve highest level of customer satisfaction to include scheduling appointments to see customers as quickly as possible based on appointment availability and customer needs.

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

- Experience using Microsoft Outlook calendar functionality
- Self-motivated and committed to individual and team success
- Experience using Windows-based computer programs, , Word & Excel
- Can do attitude with demonstrated resilience
- Intuitive and a Problem Solver
- At least a grade 'C' in GCSE Maths and English or equivalent
- Familiarity with the education sector would be useful, although not essential
- Call center sales experience (or equivalent sales experience) preferred

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

Sincerely,

Frankie Jacobs