

Appointment Setter Cover Letter

856 Bosco KnollsWintheiserbury, LA 02185-6126

Dear Denver Connelly,

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

In the previous role, I was responsible for support to the management team with revenue, tasks, accommodation changes and projects with comprehensive, confidential and professional disclosure of incidents and escalations where required.

Please consider my experience and qualifications for this position:

- Demonstrate common sense, compassion, and empathy, on the phone and with colleagues
- Build strong relationships with customers and team members
- Highly competitive personality
- Previous experience in an administrative or clerical setting
- Utilizes an online database to service potential customers and generate dealership appointments
- Focuses on efficient, effective talk-offs to ensure the highest success rate in appointment setting and sales volume
- Set the first impression that will illustrate the type of buying experience the customers want and respond accordingly
- Develop professional relationships with customers and dealerships to identify vehicle needs

Thank you in advance for taking the time to read my cover letter and to review my resume.

Sincerely,

Denver VonRueden