[Today’s Date]

[341 Company Address

Company City, State, xxxxx

(xxx)xxx-xxxx

hiring.manager@gmail.com]

Dear Mr./Ms./Mrs. [Hiring Manager’s Name],

Please accept my enclosed application for the position of dental assistant at [Clinic Name]. I noticed your job posting on [Website Name] and am happy to say that my 4+ years of dental assistant experience matches your clinic’s needs perfectly.

First and foremost, I possess a Dental Assistant Associate Degree earned from Trident Technical College in 2012. Furthermore, I was recently re-certified by the Dental Assisting National Board in 2015, so I am in fact a Certified Dental Assistant. In other words, you can rely on me to have the necessary knowledge, skills, and abilities, as well as a full understanding of all safety and procedural guidelines that must be followed in a dental clinic.

I noticed in your job description that you are looking for a candidate that will require very little training and supervision. After gaining 4+ years of dental assisting experience, I can guarantee that I am completely familiar with the routines associated with patient care, record keeping, performing dental work, and handling scheduling, billing, insurance, and even doing inventory maintenance. I am prepared to immediately handle all assigned tasks competently and efficiently. Allow me to highlight three bullet points from my resume that I believe prove my point:

* Prepare 15 patients daily to undergo dental procedures, and assist dentist with sterilizing or disinfect instruments, setting up instrument trays, and preparing materials
* Take and record patient medical and dental histories and vital signs, and record treatment information in patient records with 100% accuracy
* Monitor dental supplies and equipment inventory and make orders, achieving 5% reduction in expenses by discovering new suppliers

I would love to have an opportunity to join the team at [Clinic Name]. I am looking forward to having a more detailed discussion with you about how I can join your team and help you achieve your goals.

Best,

[Your Name]