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5/18/XX

Dr. Karen Smith,

Thank you for taking the time to read my resume and consider me for your Dental Assisting position. I am very excited for the possible opportunity to become a part of your dental team! I am an outgoing, organized and punctual, soon-to-be Dental Assisting graduate looking for a full time Dental Assisting position. I am in search of a friendly, busy and upbeat dental office to use my past and newly acquired skills and add to a hard working dental team!

My past skills along with my newly acquired skills make me a great fit for your office. In the past I have been a caregiver in a couple of different settings, whether it be dementia unit, adults with developmental disabilities or a home where learning how to lip-read was necessary. These positions have given me many different kinds of communication skills, along with learning how to be calm and have patience in different situations. My newly acquired set of dental skills, which include, setting up and breaking down operator, four handed dentistry, taking digital radiographs, prophylaxis on adult/children, sterilization techniques, tray set up, taking alginate impressions and pouring up models. Creating new patient records and writing detailed accurate chart notes. One of the things I love most about this new career choice and my new skills is educating patients! I love to explain how oral hygiene should be performed and the preventative healthcare steps that can be taken.

Once again Dr. Smith, thank you for taking the time to read my resume. I am a fast learner but take pride in the quality of my job and care of my patients. I think with my new skill set and past experience I would be a great asset to your team.

Best regards,

Susan Crandall
Enclosure: resume