

Terry Coleman

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Ignatius M. DeBoss
Human Resources Manager
ACME Dental Services
10101 SW Pine St.
Portland OR 97204

Dear Mr. DeBoss,

Recently, I read your advertisement in the Oregonian for Dental Hygienist. I am a recent graduate from Portland Community College with an AAS in Dental Hygiene. The training and skills I have acquired, coupled with my clinical rotations and other experience, enable me to meet the qualifications of this position.

I have been interested in ACME Dental Services for some time and am excited to hear about this opening. My training and experience has provided me with the following skills:

- Assisting patients to practice good oral hygiene
- Using ultrasonic and hand instrumentation to scale teeth
- Using cast models to produce bleaching trays and mouth guard
- Performing oral prophylaxis, applying fluorides and sealants.

Enclosed is my resume for your review. I look forward to meeting with you personally to discuss my qualifications. I will call next week to schedule an appointment. Thank you for your time and consideration.

Cordially,

Terry Coleman

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