

Dana D. Assist

123 Main Street, Somerset, NJ 08873

(555) 555-5555

DDA@gmail.com

September 20, 2016

Dear Recipient,

In response to your dental assistant employment opportunity, I ask that you to please accept my resume for review.

I trained as a Dental Assistant in both clinical and front desk procedures. I am familiar with medical terminology, anatomy/physiology, dental law and ethics, and patient rights. I have experience in keeping records of treatments, scheduling patient appointments, working with patients on billing and payment, and electronic medical records.

In addition, my background in dental front office and sterilization procedures makes me an excellent candidate for this position. I am confident that <<<Company Name>>>'s combination of top notch professionals and its foundational principles of hard work and respect will create an environment where I can continue to grow and contribute to your patients & team.

Please contact me at (555) 555-5555 to arrange an interview or to answer any questions you have at this time. I can be available at your earliest convenience. Thank you for your consideration.

Sincerely,

Dana D. Assist

Dana D. Assist

Attached Resume