

Dwayne D. Assist
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September 20, 2016

Manager Name
Company Name
Address
State, City, Zip code

Dear <<Manager Name>>,

I am very interested in the position of Dental Assistant currently available at <<Company Name>>, as advertised in <<where job was found>>. With chairside knowledge, exceptional attention to detail, and superb clerical skills, I have ability to perform well in your busy dental facility. I believe I would be a good fit for this position and your team.

Per your requirements, I have a range of customer service and dental assistance to match your opening for a Dental Assistant, including:

- Demonstrated the ability to complete assigned tasks speedily and professionally
- In-depth knowledge of x-rays, infection control procedures, sterilizing instruments and equipment
- Experience working in a dental office environment gained from volunteer experiences and externships including, but not limited to; reception, filing, mail management, typing, maintaining schedules, booking appointments and daily management
- Adept at using Microsoft Word and Excel
- Committed to learn new tasks quickly with confidence and ease

I am excited to offer my skills and abilities to <<Company>> and feel confident that I would be able to promote your image and services to new and current clients through each part of the work and tasks that I undertake.

Enclosed is my resume for your review. look forward to meeting with you to discuss this position further. I will contact you next week to confirm receipt of my application package and the possibility of interview.

Thank you for your consideration.

Sincerely,

Dwayne D. Assist

Dwayne D. Assist
Enclosed Resume