John Smith

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Januray 12, 2018

Dr. Jane Doe

All Smiles Dentistry

5 Maine Street, Suite A

Middle Village, NY 10502

Dear Dr. Doe,

My former coworker, Maria Rodriguez, suggested that I contact you to express my interest in the position of dental assistant in your office in Middle Village.

I’m a licensed dental assistant with over 10 years of experience helping dentists and hygienists make their patients smile. In my current role with Middle Village Dental, I have gained proficiency in the four-handed dentistry technique, as well as mastering Henry Schein Dentix software.

I also have the following skills and qualifications, as outlined in the job description:

* Experience taking and developing dental X-rays
* Infection control expertise, including preparing and sterilizing equipment
* Knowledge of several different types of scheduling software
* Excellent customer service skills and attention to detail

Most importantly, I love people. I consider it a great privilege to help dentists improve their patients’ lives by providing the very best support and customer care.

I’ve enclosed my resume and I hope you’ll contact me at your convenience to arrange an interview.

Sincerely,

John Smith