

Sample Cover Letter

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Dr. Kevin Thomas

Dental Clinic
6th Avenue, Suite C
Middle Town, West Virginia 50604

Dear Dr. Kevin,

My colleague, Sonia Williams, recommended that I should meet you to indicate my interest in applying for the post of a dental assistant in your clinic.

I hold a dental assistant license, having experience for more than 12 years. I have assisted hygienists and other dentists during my career. Recently, I have gained expertise in the four handed dentistry technology. Besides, I am proficient in using Henry Schein Dentix Software also.

I also possess the following qualifications and skills that match the description of the job mentioned in your website:

- I have experience in taking and in the development of X-rays
- I have professional experience in the area of infection control. This covers the preparation and sterilizing of instruments including other equipments
- I have excellent knowledge in the work of scheduling several types of soft wares
- I possess language skills in Spanish and English
- I provide attention to detail and offer excellent customer service
- I wish to mention that I adore people. It will be a good opportunity to assist dentists in enhancing the lives of their patients through my sincere support.

My resume is enclosed and I anticipate your call for an interview.

Sincerely

Signature
Steve Collins