

Adam Johnson

Main Street, Any Town, Any Country, and E: Adam.johnson@Gmail.com, T: 000-000-000

16th JUN 2017

Mr. Joshua
Hiring Manager
Dental assistant Position
ABC Dental Clinic
Germany

Dear Mr. Joshua

I am writing to express my interest in your current opening for a Dental Assistant. As an educated and enthusiastic student of dental hygiene with excellent abilities in a variety of dental practices and procedures, I am confident that I could make a significant impact as a member of your team.

I have considerable experience in all areas of four-handed dental assisting and a thorough knowledge of the process and procedures of patient processing. I consider myself to be professional, dependable, considerate and hard-working.

Additionally, I am known for being a well-rounded team member dedicated to ensuring office runs efficiently, and am always ready to assist in other areas of an office. I engage in thorough and detailed dental charting that has been used as a training model for current and new Dental Assistants.

The enclosed resume summarizes my qualifications and accomplishments. I look forward to the opportunity to meet with you to discuss the qualifications I would bring to your organization.

Thank you for your consideration.

Sincerely,

Adam Johnson