**Your Name**

123 Your Address, City, State, Zip Code

(xxx) xxx-xxxx

john.doe@gmail.com

May 02, 2017

Rachel Warren

Hiring Manager

Dental Health Partners Boston

25 Marlborough Street

Boston, MA 02116

(617) 266-041

RE: Dental Assistant Application

Dear Ms. Warren:

I’m glad to have the opportunity to apply for the position of Dental Assistant at Dental Health Partners Boston. Your practice is known for its innovative dental practices and comprehensive patient service. As a dental assistant with 10 years of experience, I believe my skills would make me an excellent addition to the practice and help uphold Dental Health Partners Boston’s trusted reputation.

At Cowell University, I earned my Bachelor’s in Dentistry before becoming a registered dental hygienist in 2006. In addition, I am radiology and x-ray certified.

Working as a hygienist requires technical knowledge and the ability to work with a diverse patient base. At Open Wide Practice in Boston, I counseled patients on proper oral hygiene and nutrition. I also worked regularly with physically/mentally handicapped patients to provide preventative dental care. To effectively serve our patients, I implemented Dentrix management software into the office, increasing office productivity by 25%.

I extended my skills into pre-operative and post-operative preventative dental services for surgical patients at Twinkles Surgery in Boston. As senior dental assistant, I evaluated my patients’ oral health and assessed lab reports to determine whether patients were medically cleared for dental prophylaxis. On top of my dental duties, I created a comfortable environment for patients through conversation and bilingual services in Spanish.

With my expertise and commitment to learning, I am excited for the opportunity to make an impact to Dental Health Partners Boston. I can be contacted at [PHONE NUMBER] or by email at [EMAIL] for further discussions or arrangement for an interview. Thank you for your time, and I look forward to hearing from you soon.

Sincerely,

John Doe

**[DENTAL ASSISTANT COVER LETTER]**