

# JANE M. SAMPLE

PO Box 440612 ♦ Jacksonville, FL 32222 ♦ (877) 875-7706 ♦ Info@greatresumesfast.com

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(Date)

(Hiring Manager Name)

(Company Name)

(Address)

(Address)

Dear (Hiring Manager),

I am writing to express my interest in your current opening for a Dental Assistant. Please accept my résumé for your consideration. With over 8 years of experience in Dental Assisting, my comprehensive expertise allows me to complete patient care with the greatest success. I am confident that my contributions would be a valuable asset.

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. I have a good understanding of OSHA regulations and compliance, and have current CPR and First Aid certifications.

My résumé, which I have enclosed for your review, contains additional details about my professional expertise. 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,

Jane M. Sample

Enclosure: Resume