Marvel Moscone  
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Dear Dr. Brown,

Looking for a dynamic Dental Assistant? Search no further, because I am ready for the job. With over three years of administrative support experience at a large engineering firm, I will step in as an entry-level Licenced Dental Assistant and make an immediate contribution to Hill Valley Paediatric Dentistry’s continued success.

You are seeking someone who can perform select treatments as well as freely discuss issues and education with patients, and that is exactly what I am prepared to do. As a Dental Assistant, I can ensure patients are well-educated on effective dental care and independently perform teeth cleanings or other treatments. In addition, I have excellent knowledge of terminology and procedures, communicate effectively with patients, and am an excellent team player.

I look forward to meeting with you in person this week and discussing the details of this position. In the meantime, please find my CV attached. References are available upon request.

Sincerely,

Marvel Moscone