738 Lady Slipper Ct.  
Laurel, MD 89102

October 14, 2015

Mr. Ludwig Lodge  
Manager  
Dental Aesthetics  
129 Dorsey Lane  
Laurel, MD 91010

Dear Mr. Lodge:

I am interested in the Dental Assistant Internship currently available at Dental Aesthetics. I am presently enrolled in a dental assistant program at ABC College and preparing to be a full time dental assistant. As part of my program, I am required to work as an intern for six weeks and I believe that there is no better practice than Dental Aesthetics where I can do this.

During the course of my education, I have been taught the many aspects of a dental practice. From interviewing patients to preparing them for dental surgeries, I am knowledgeable of the many duties that dental assistants perform. As an effective chair-side assistant, I am capable of providing support in treating patients and providing assistance in sanitizing instruments.

As far as the administrative aspect of Dental Aesthetics is concerned, I am able to handle patient registration services and provide them with education on dental procedures that they may have to go through. Since I am a very organized person, I am capable of handling patient scheduling activities and can handle paperwork quite efficiently as well.

I will be in touch with your office regarding a meeting soon so that we can discuss this is detail. In the interim, please feel free to call me at (666) 666-6666 if you require any further information from me.

Thank you very much for your consideration.

Sincerely,

Sinta Wonka