62 Country Road Cc  
Elmwood, WI 99222

September 29, 2015

Mr. Hans Wisdom  
HR Manager  
Dental Aesthetics  
773 Davison Drive  
Elmwood, WI 77736

Dear Mr. Wisdom:

I am an avid reader of the Dentists’ Weekly and have been following the success of Dental Aesthetics. Having heard the job opening of Oral Surgery Assistant at your facility, I would like to offer my services for the same. My training in Dental Assistantship and X-ray certification combined with my 6 months of hands-on experience makes me a perfect candidate for this position

My training and experience has taught me to work with both the front office and back office to ensure that the surgeon’s work runs smoothly and efficiently. I am highly skilled in assisting dental surgeons with treatment procedures by determining the nature of a patient’s condition and devising appropriate plan of treatment. Additionally, I have a demonstrated ability to place implants, administer anesthesia and assist with all esthetic aspects of the mouth including teeth and jaws. Since I have worked in this field extensively, I possess a thorough understanding of interpreting x-rays and understanding just what dental services a patient requires.

Furthermore, I am very expert in creating positive patient relations, taking and developing dental x-rays, ordering and maintaining dental tools, maintaining room cleanliness and setup, sterilizing equipment, and ensuring equipment’s proper functionality. My enclosed resume will provide you with the complete details of my qualifications and skills in line with your Oral Surgery Assistant position.

As an energetic, enthusiastic and detailed oriented individual, I am positive that I am the ideal candidate that you are looking for to fill this Oral Surgery Assistant position. I look forward to meeting with you in person so that we may discuss the possibility of my joining your facility in detail. I am available at (444) 444-444 if you require supplementary information regarding my credentials. Thank you for your precious time and kind consideration.

Best Regards,

(Signature)  
Carl Smithson

Enc. Resume