**David Law**

**[Street Address] New York, NY 55900 ⬩ Phone: 555-555-5555 ⬩ [Email Address]**

Today’s date

Dr. T. Mackler

Company name

Address, City, State, zip

Re: Dental Assistant Position, Advertised in Pulling Teeth Journal

Dear Dr. Mackler,

I am writing in response to your post in the Pulling Teeth Journal for a dental assistant.

As you see from my attached resume, I have been employed in dental clinics and oral surgery practices for the past 14 years and have experience treating children. I am meticulous about hygiene, a hard worker, and a compassionate human being who is able to put patients at ease. Your office is within walking distance of my home so I will not be dependent on public transportation.

My current responsibilities include disinfecting dental equipment, taking x-rays, removing stitches, and holding a patient’s hand upon request.

I stand ready to assist with all dental procedures, handling the suction, preparation of amalgam and cement, and application of topical anesthesia. After procedures, I educate patients on how to care for their teeth in general and how to care for the particular tooth which was worked on.

In addition, I can perform office work when necessary, such as:

* Scheduling patient appointments, and making reminder calls.
* Documenting and keeping patient files in order
* Billing patients for procedures
* Setting forth insurance claims.

I maintain the inventory of the office supplies and dental supplies, and periodically order new supplies.

I would like to meet with you in person to discuss my employment at your dental office.

Thank you for your consideration.

Sincerely,

Marie Myers