**Bill Shark**

**🖂 Street Address, New York, NY 55900 🕿 444-666-8888 🖂** **[Email Address]**

**Today’s date**

Dr. S. Teeth

ABC Enterprises

Street Address

City, State, Zip

**Re: Dental Receptionist Position**

Dear Dr. Teeth,

I saw your job posting for a dental receptionist in this week’s issue of the Austin Eagle, and am pleased to enclose my resume for your perusal.

I have 13 years of experience working as a dental receptionist and endeavor to make patients’ visits a positive step in their healthcare.

Some of my key contributions in my present job include:

* Keeping the waiting area orderly and welcoming, including rotating toys and reading material
* Answering phones cordially, making appointments, calling patients to remind them of their appointments, and billing
* Keeping files organized, retrieving files for the day’s patients and returning them to their place afterwards

I’d like you to meet me for yourself to convince you that I’d be an asset to your dental office. Please contact me at 444-666-8888 or [your email address] so we can set up a time that works for us both. You’ll be glad that you did.

I thank you for your consideration.

Sincerely,

Bill Shark

**Attachment: Resume**