

Jennifer Greenhough

Dental Assistant
123 Main Street, Los Angeles, CA 12345
j.greenhough@youremail.com
(123) 456-7890

January 12, 2021

Kerry Kentgens
Talent Specialist
Smile Dental
(987) 654-3210
k.kentgens@smiledental.org

Dear Ms. Kentgens,

In my eight years as a dental assistant, I have consistently received 98% or higher for client satisfaction feedback reviews. I hope to bring the same level of dedication to patient care to Smile Dental.

Since earning my dental assistant diploma in 2014, I have worked for a high-volume dental practice that employs nine dentists and 12 dental assistants. During the past six years, I have gained experience in dental health best practices, educating patients on oral hygiene, and processing dental X-rays. I believe that my knowledge of dental care will make me an asset to the team at Smile Dental.

Some of my proudest achievements include:

- Graduating at the top of my dental assistant class at Los Angeles Community College
- Redesigning the inventory and ordering system at the clinic, which resulted in fewer duplications in ordering and a 10% reduction in costs
- Employee of the Year awards in 2015 and 2019

I would appreciate the opportunity to discuss how I can bring a similar high-level of patient care to Smile Dental. Please, feel free to contact me with a date and time that would suit your schedule.

Best regards,

(Insert Signature Here)

Jennifer Greenhough

P.S. I would love to tell you about the commendations I received for my excellent bedside manner.