

ALIYAH BEASLEY

Dental Assistant | abeasley@email.com | (123) 456-7891 | 10 Home Street, San Francisco, CA 98765

January 13, 2021

LOREN KIRBY

Hiring Manager
San Francisco Dental Care
(212) 121-2121
lkirby@sfdentalcare.com

Dear Ms. Kirby,

Receiving 100% patient satisfaction ratings in 2020 was my proudest professional achievement to date. I hope to provide the same excellent experience for patients at San Francisco Dental Care.

With 12 years of experience as a dental assistant and a long-standing reputation for putting patients at ease, I'm drawn to San Francisco Dental Care's reputation for providing holistic, customer-focused care. I believe that my extensive knowledge of dental procedures and clear communication skills will make me an invaluable addition to your team. My key achievements include:

- Training and supporting newly-qualified dental assistants to perform X-rays and basic dental procedures to a high standard
- Receiving positive feedback in every performance review for my organizational skills, initiative, and reliability
- Reorganizing stocking procedures to cut waste by 27%

I would like to arrange an interview to explore how my skills and experience can benefit the patients and staff members at San Francisco Dental Care. Please don't hesitate to get in contact to schedule a convenient appointment.

Sincerely,

(Insert Signature Here)

ALIYAH BEASLEY

P.S. I look forward to explaining why my colleagues nominated me for an American Dental Assistants Association Pride Award in 2019.