

January 1, 2024

Akira Tanaka

Hiring Manager
Boston Dental
(987) 654-3210
akiratanaka@bostondental.org

Dear Mr. Tanaka,

As a dental assistant at Smile Pros, I delivered dental care services to patients under the supervision of dentists and assisted with various dental procedures. I also ensured compliance with COVID-19 safety guidelines and infection prevention procedures, including sterilizing instruments and operating rooms. My expertise in patient care will allow me to excel in the dental assistant position with your practice.

Boston Dental's reputation for delivering a high-quality patient experience is what attracts me to apply for this position. The prospect of furthering my growth within the dental care industry and coordinating with teams in an inclusive, collaborative work environment is exciting. I can make valuable contributions to your organization based on the following achievements from my career:

- Delivered dental care services to patients under the supervision of dentists, including utilizing suction hoses to provide assistance for various dental procedures
- Ensured compliance with safety guidelines and infection prevention procedures, including sterilizing instruments and operating rooms
- Performed X-rays to aid dentists in identifying cavities, decay, and long-term dental issues and provided support for tooth extractions, fillings, and root canals

I would like to schedule an interview to discuss further how my experience in patient care can aid your organization. You may contact me at your convenience via phone or email for any additional questions about my background. Thank you for your time and consideration.

Sincerely,

(Insert Signature Here)

Aliya Jackson