

# Jennifer Greenhough

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456 My Street, San Diego, CA 76543

**Kerry Kentgens**

**Smile Dental**

**123 Your Street,**

**Houston, TX 12345**

**(123) 456-7890**

**example@youremail.com**

[month, day, year]

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,

Jennifer Greenhough

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