

Dori Pipeling

Dental Assistant | dpipeling@youreemail.com | (123) 456-7890 | 112 Cherry Street,
Bridgeport, CT 97106

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Kimberley Batalha
Hiring Manager
Your Choice Dental Aesthetics
(767) 452-1822
kbatalha@yourchoicedental.com

Dear Ms. Batalha,

During my semester at Bridgeport Community College's Dental Assistant AAS program, I was recognized by the teaching staff as top of my class due to my attention to detail and progression during chairside hours.

I understand that the dental assistant position at Your Choice Dental Aesthetics requires someone proficient in managing files, billing, and other record-keeping skills. My time working as a clerk for Bridgeport Borough Hall has given me extensive experience in these areas, as I oversaw the record-keeping for our town population of over 12,000. During my degree program, I experienced the following successes:

- Completed a variety of patient preparation modules
- Earned 30 chairside hours
- Developed an in-depth familiarity with current dental equipment, lab, and X-ray processing

I look forward to setting up an interview to discuss how my patient-care skills and dental best practices can serve your patients. Let me know a convenient time for you.

Sincerely,

Dori Pipeling

P.S. I'd love to tell you more about why I chose to obtain additional certification through the Dental Assisting National Board.