

MICHELLE LOGAN

Dental Hygienist 123 Main Street, San Diego, CA 12345 m.logan@youremail.com (123) 456 -7890

January 1, 2021

AMY BISHOP

Hiring Manager
Smile Dental
(123) 098 - 7654
a.bishop@smiledental.com

Dear Ms. Bishop,

I have over nine years of experience as a dental hygienist and have worked at one of the top-rated dental clinics in San Diego for the past five years. My proficiency with dental charting software and skills in using teeth cleaning tools have helped me consistently earn outstanding ratings on performance reviews since joining ABC Dental.

I excel at reducing patient anxiety, and I believe that I will be an asset to the patient-focused care team at Smile Dental. These are some of my career highlights:

Achieved 100% customer satisfaction scores for the past five years

- Instructed over 4,000 patients in the basics of oral health care
- Assisted over 3,000 patients each year by providing dental X-rays and assessing emergency situations
- I would love to talk to you about my patient-care skills and how I think I could bring a smile to the patients at your practice.

Please feel free to contact me with a time and date that suits your schedule.

Kind regards,

(Insert Signature Here)

MICHELLE LOGAN

P.S. I developed an easy-to-follow oral health care instruction pamphlet for patients that I would love to share with you.