

AMAR SINGH

Dental Assistant
123 Carpenter Street,
Philadelphia PA, 12345
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(123) 456-7890

January 1, 2022

Matthew Johnson
Hiring Manager
Center City Dental
(987) 654-3210
matthewjohnson@centercitydental.org

Dear Mr. Johnson,

Upon achieving my CDA license with the state of Pennsylvania, I began my career as a dental assistant with Smile Makers. During my time with this organization, I provided key support to a team of dentists in delivering quality dental care services to patients. I also acquired valuable experience performing X-rays to identify dental issues and aid dentists in determining treatment plans. I am confident that my skill set would be an asset to your team in the dental assistant position.

Center City Dental's prestigious reputation for achieving positive results with dental patients is what draws me to apply for this position. As an early career professional, I'm enthusiastic about the opportunity to collaborate with dental teams that share my passion for improving the quality of life for patients. I believe that my background can be an asset to your organization based on my career achievements as both a dental and administrative assistant:

- Delivered support to a team of three dentists in delivering dental care services to patients, including performing teeth cleanings, and gathering patient medical history
- Conducted X-rays to identify dental issues and created medical documentation for dentists to evaluate patient conditions and determine appropriate treatment plans
- Performed data entry for health insurance benefits, filed appeals, and submitted claims to insurance agencies to secure payment for services

I hope to speak with you further regarding how my experience in patient care can aid your team in continuing to deliver high-quality dental services. Feel free to contact me via phone or email regarding any additional questions you might have about my background. I appreciate your time and consideration.

Sincerely,

(Insert Signature Here)

AMAR SINGH