**Janet Smithfield**  
400 Sutton Park Road  
Riverton, NV 00057  
*jsmithfield@email.com*  
[Insert Date]

**Arnold Tanner, DMD**  
Owner and Sole Practitioner  
**Tanner Dentistry**  
1200 Rainbow Bridge Road  
Summersville, NV 20000

**Dear Dr. Tanner,**

Please consider my enclosed resume for the Dental Assistant position at **Tanner Dentistry**. I was excited to read the job announcement on [insert website], as I have been seeking to relocate to the Summersville area in the near future. I am a Certified Dental Assistant, having received my dental assisting diploma from **University of Nevada School of Dentistry** and passed my state boards in 2014. Since graduating, I have worked for over two years in a high-volume community dental clinic.

My current position of Dental Assistant at **Riverton Community Dentistry** has focused on providing comprehensive hygiene and preventative care to a diverse urban population. Often seeing over 20 patients in a day, it has been critical to provide efficient care and public health information in a high-pressure environment. This service has included chairside assistance, teeth and gum cleanings, x-rays and analysis, temporary crown and fillings, and the application of sealants.

I have worked very closely with the community outreach coordinator and the school dentistry program to provide on-site exams to at-risk youth at no cost. This endeavor has also focused heavily on teaching proper oral hygiene, nutrition, and the value of dental sealants. Part of my community work has involved fundraising through local businesses and providing data for our grant writers. Overall, the project has seen a decrease of 15% in necessary extractions and a 38% decrease in cavities in the population served.

Working with patients of all age groups has given me the skill to perform very soft-touch procedures, making me the most requested Assistant at **Riverton Community Dentistry**. I have developed excellent communication skills, as well the ability to speak essential Spanish. Managing heavy workloads has helped improve my efficiency and time management skills, including scheduling and patient follow-up software. Above all, my community experience has taught me compassion is the best path to care.

While I have vastly enjoyed my time with my current employer, I am seeking to relocate to the city and continue working with pediatric dentistry. I believe my education and background, coupled with my commitment to education and compassionate care, make me an ideal candidate for the position at **Tanner Dentistry**.

Warm regards,  
[Insert signature]