**Adam Johnson**  
1 Edward Street  
Lumberville, NJ 08000  
*ajohnson@email.com*  
[Insert Date]

**Scott Weber, DMD**  
Senior Practitioner  
**Weber and McDonnell Family Dentistry**  
40 Nutmeg Drive  
Lumberville, NJ 08000

**Dear Dr. Weber,**

It was a pleasure meeting you at the Lumberville Business After Hours event on March 3rd. As you recommended, I reviewed the **Weber and McDonnell Family Dentistry** website for the Dental Assistant opening. As a Certified Dental Assistant, I received my dental assisting diploma from the **New Jersey Technical College** in 2014 and passed my board examinations in early 2015. I have nearly two years of experience in a mid-sized family practice setting and am excited to move into a larger practice to reach my career goals.

After graduation, I began work at **Longstreet Family Dentistry**. In this position, I am responsible for basic office management duties such as greeting patients, maintaining files, and scheduling. I provide assistance to four practicing dentists, serving primarily pediatric patients. I provide cleaning and hygiene instruction services, x-ray collection, fluoride administration, sealant application, and equipment sterilization.

Even during my relatively short tenure with **Longstreet Family Dentistry**, I have been proud to develop a reputation for gaining patient confidence and treatment compliance by utilizing high-quality photographs and dental models. These visual and hands-on demonstrations have proved invaluable in communicating the needs for and benefits of treatments, as well as correct hygiene procedures.

My experience in the practice has provided me with a demonstrated ability to complete Dental Assistant tasks independently and efficiently. I have a good knowledge of x-ray interpretation, and expertise in important subjects such as infection control and equipment sterilization techniques. Working in a smaller practice has also given me the opportunity to hone basic office skills such as reception etiquette, filing, mail management, scheduling, and patient database updates. I am adept with a variety of programs, Microsoft Office, and learning new technologies quickly.

My assets in education and experience would make me an excellent candidate for the Dental Assistant position at **Weber and McDonnell Family Dentistry**. I look forward to talking to you about my passion for my work and commitment to the practice’s success.

Sincerely,  
[Insert signature]