

Dental Assistant Cover Letter

Often, its the dentist itself who checks out your resume before shortlisting you for a personal interview. A well drafted cover letter makes it simpler for the dentist to understand more about you in a short time from his busy schedule and shortlist your resume for further inspection.

Important Points to Remember

- Don't boast about your skills in your cover letter
- Keep it short, simple, and precise
- Educate the employer in the first statement itself the reason for writing the letter
- Do not forget to mention about your educational qualification
- Show your eagerness to learn new things and get new experiences

DENTAL ASSISTANT COVER LETTER SAMPLE

BRADLEY. J FLEMING
4596 Philadelphia Avenue,
Salt Lake City, UT 84111
801-328-2552
bradley.fleming@example.com

August 24, 2014

Dr. Joshua D. Mann

Smile Dental Clinic
526 Hill Street,
Delta, OH 43515
Dear Mr. Mann,

Re: Application for Dental Assistant Job Position

I am writing this letter to express my interest in your current opening for a Dental Assistant job position. I have attached my resume addressing the position requirements. I request you to please accept my resume for your consideration.

With 3+ years of experience in dentistry, my comprehensive expertise allows me to complete patient care with complete success. I am confident that my contributions would be a valuable asset.

Currently I am working with Oral Care Solutions, Salt Lake City, UT, as a Dental Assistant and responsible for helping the dentist with instruments, taking teeth impressions, taking and developing X-rays, generating and maintaining patient records, and educating the patients about the prescriptions and oral hygiene.

Hope the detailed information in my resume matches your position requirements. Looking forward for an opportunity for a personal interview where we can discuss more about my eligibility for the job position.

Thanking you for your time and consideration.

Yours sincerely,

Bradley. J. Fleming

Dental Assistant Resume

Job Description

A dental assistant work besides the dental chair and helps the dentist with assistance in several tasks. Following are some of the basic dental assistant resumes job description:

- Retrieve the previous records of the patients or create one for the new patients
- Make patients comfortable on the dental chair and prepare them for the treatment
- Hand instruments to the dentist while checking the patients
- Use suction or other device to keep patient's mouth dry while the treatment
- Take dental X-rays and process the films
- Educate the patients about the medications suggested by the dentist
- Keep the dental chair and adjoining areas clean
- Sterilize the dental instruments
- Place order of required dental supplies and materials

Resume Skills and Proficiencies

Since the job of a dental assistance is to provide assistance to the dentist as well as the patients, he/she must be highly skilled. Following are some of the skills and proficiencies expected from a dental assistant:

- Knowledge about dental procedures and treatments
- Understanding about the different dental tools and its uses
- Skilled in using dental tools and sterilize them after use
- Excellent communication skills and ability to educated the patients with treatment procedures and medications
- Proficient in taking and developing dental X-rays
- Skilled in taking impressions of patient teeth
- Perform office management tasks including data organization and book keeping

Resume Tips and Guidelines

Drafting a dental assistant resume is quite simple if you know the basic tips that help you in writing a job winning resume. Following are some of the tips and guideline one needs to follow while drafting his/her resume:

- Be concise and to the point
- Format your resume with appropriate fonts, font size and bullet points
- Don't forget to mention a good dental assistant resume objective statement
- Make use of power keywords from dental science while writing skills and experience section
- Proof read the resume twice before sending it to the employer

Clara Cameron

3345 Marion Street | Newport, RI 55343 | (000) 599-5005 | Email

OBJECTIVE: To work for Dental Aesthetics as a Dental Assistant utilizing knowledge of 4-6 hand dentistry and corresponding skills in administrative work to effectively support the clinic's mission.

KEY STRENGTHS

- Demonstrative ability to anticipate dentist's needs and fulfill them appropriately
- Well versed in providing pre and post procedural instructions to patients
- Excellent knowledge of dental procedures and terminology
- Familiar with sterilization procedures and maintaining hygienic conditions at all times
- Adept at operating dental equipment and instruments
- Bilingual – English and Spanish
- Computer: MS Word, Excl Database, Dental Office Software

EDUCATION & TRAINING

Dental Assistant Certificate | CITY DENTAL COLLEGE, Newport, RI – 2015

CPR, BLS and Dental X-ray – 2015

Diploma: Community School, Newport, RI – 2014

WORK EXPERIENCE

Dental Intern | SAVA DENTAL, Newport, RI | May 2015 – Dec 2015

- Assisted Dentists and Registered Dental Assistants in all tasks
- Prepared patients and equipment
- Provided assistance in preventive and prosthetic procedures
- Sterilized and organized dental equipment
- Maintained cleanliness of the office and dental area
- Assisted in developing and processing of dental radiographs
- Monitored radiation safety procedures and protocols

ADDITIONAL SKILLS

- Outstanding patient service skills
- Strong attention to detail
- Good interpersonal and time management acumen
- Detail oriented with ability to multitask

EXTRA CURRICULAR ACTIVITIES

- Member of the Spanish and French clubs
- Head of the student committee at school
- Junior ROTC
- Member of the church choir

Kym Andrews

100 Broadway Lane
New Cityland, CA 91010
Home: (555) 987-1234
Cell: (555) 987-1234
email@example.com

PROFESSIONAL SUMMARY

Talented and motivated Dental Assistant warmly greeting patients and providing comprehensive assistance with an assortment of dental procedures, ranging from routine cleanings to fittings for dentures. Committed to keeping patients comfortable and safe during dental exams. Specialize in encouraging regular dental care by establishing productive dialogs with patients.

HIGHLIGHTS

- Understanding of how to sterilize and properly store dental instruments
- Demonstrated a solid comprehension of common dental procedures
- Ability to process x-rays and take dental impressions
- Extensive experience efficiently assisting with dental testing and lab procedures
- Remarkable ability to work well with all types of patients
- Ability to effectively communicate with patients and dental staff

WORK EXPERIENCE

November 2013 to Present Waterfront Dental Center—New Cityland, CA Dental Assistant

- Entered dentists' notes regarding visits into the main database for easy reference.
- Worked with dental staff to develop programs to encourage patients to schedule regular checkups.
- Assisted with various dental procedures, including cleanings, fillings and brace fittings.
- Handled visits from patients requiring routine brace adjustments.

April 2011 to November 2013 Dental Associates—New Cityland, CA Dental Assistant

- Took and developed dental x-rays and helped patients remain calm during the x-ray process.
- Laid out dental instruments before each visit and sterilized instruments after patients left.
- Performed routine laboratory procedures, maintained equipment and ordered supplies.
- Answered initial and follow-up questions from patients.

May 2007 to April 2011 University of California Dental Clinic—New Cityland, CA Dental Assistant

- Inserted arch wires and fitted bands.
- Handled some basic office duties, including answering phones, scheduling appointments and reordering supplies.
- Showed patients how to use orthodontic appliances.
- Fabricated essix retainers.

EDUCATION

2007 University of California, New Cityland, CA Bachelor of Science, Dentistry
2005 New Cityland School of Dentistry, New Cityland, CA Certification, Dental Assistant

Dental Assistant Resume Sample

392 Anchor Street, East Haven, CT 06514
(203) 643-4353
New.Person@gmail.com

Dental Assistant with 4+ years of experience providing efficient and competent service in busy dental clinics. Able to handle all necessary assistant duties without supervision. Possess a 2015 DANB certification and a Dental Assistant Associate Degree. Provide superb customer service, ensuring patient retention and loyalty.

CERTIFICATION

- *DANB Certified Dental Assistant (CDA) - 2015*

PROFESSIONAL EXPERIENCE

SMILEY'S DENTAL CLINIC
Certified Dental Assistant

Orlando, FL
May 2015 – Present

- Prepare 15 patients daily to undergo dental procedures, and assist dentist with sterilizing or disinfect instruments, setting up instrument trays, and preparing materials
- Expose intraoral dental diagnostic x-rays in accordance with all guidelines to ensure patient safety
- Take and record patient medical and dental histories and vital signs, and record treatment information in patient records with 100% accuracy
- Provide postoperative instructions prescribed by dentist and instruct patients in oral hygiene and plaque control programs with a friendly and engaging demeanor
- Monitor dental supplies and equipment inventory and make orders, achieving 5% reduction in expenses by discovering new suppliers

SUNSHINE DENTAL
Registered Dental Assistant

West Haven, CT
Apr 2012 – May 2015

- Scheduled appointments and send reminders using Appointy scheduling software, and fill in insurance documents, prepare bills and receive payment for dental services
- Made preliminary impressions and oclusal registrations for mounting study casts, and mastered pouring, trimming, and polishing study casts
- Fabricated and fit orthodontic appliances for patients, including bands, wires, and retainers
- Cleaned teeth with dental instruments and finished with applications of fluoride
- Assist in the management of dental and medical emergencies with professionalism and calm

EDUCATION

TRIDENT TECHNICAL COLLEGE
Dental Assistant Associate Degree, 2012

Hartford, CT

ADDITIONAL SKILLS

- **Software:** Henry Schein Dentrrix software; MS Office
- **Tools:** Dental dams; Dental forceps; Dental hand pieces; Orthodontic pliers; Steam autoclaves
- **Personality:** Excellent bedside manner