Your Name

Street Address

City, State Zip Code

Phone Number

Email

Date

Individual's Name

Job Title

Name of Organization

Street Address

City, State Zip Code

Dear Mr./Ms. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_:

Thank you for the opportunity this morning to discuss the Dental Hygienist position. You mentioned the importance of finding someone nurturing for your patients. My co-workers have said, my strengths include treating patients like family. I think you have a wonderful office, and I would love to help continue the success you have achieved.

I recognize I only have one year of professional experience, but I also have four years of dental assisting in my background and worked closely with the hygienist observing and learning during that time. My strong office and interpersonal skills will definitely make a contribution to your clinic.

I enjoyed meeting the office staff and touring the facility. This is clearly a quality dental clinic with an emphasis on efficiency and a dedication to teamwork. I would consider it a privilege to work with your team.

Again, thank you for your time and consideration.

Sincerely,

Signature

Your typed name