To

Dr Charles Smith,

ABC Dental Hospital,

255 Maine rd,

New York,

NY 12366

17thJune, 20XX

Subject: Application for the post of Dental Nurse

Dear Dr. Smith,

This is with reference to the application for the post of Dental Nurse at ABC Dental hospital as per the advertisement in New Times on 10thJune, 20XX. Please find my latest resume herewith enclosed with this letter for your reference.

I have completed my Dental Nursing program at All Saints University. I also have three years of working experience as a dental nurse. I am proficient in handling and maintaining dental equipment and mixing materials. My work experience helped me gain a strong expertise in chair side procedures as well as in setting up and preparing a surgery.

I am a fast learner and a team player and have experience in handling reception, taking notes and prescriptions and maintaining patient records. Most importantly my compassionate and understanding nature helps me when I have to handle nervous patients. I am also flexible with my wok timings.

I look forward to hear from you as per your convenience. You can reach me at anytime via phone or email.

Thank you for your time and consideration.

Sincerely

Signature

Janet Johnson