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Sample Cover Letter for Dental Assistant Position

Email subject line:

Dental Assistant position – Tanya White

Body of email:

Dear Ms. Johnson,

Please accept my application for the Dental Assistant position advertised on *iHireDental.com* on November 10, 2013. My resume is attached for your review.

I am a recent graduate of the Harris School of Business Dental Assistant program. At Harris, I was fully trained as a dental assistant, and I successfully completed a clinical externship at the practice of Dr. Johnson in Mays Landing, New Jersey. If you would like to review the evaluation I received from Dr. Johnson, I would be pleased to provide it along with my transcript from the Harris School.

I am eager to get started in the field of dental assisting, and am confident that I can fulfill the responsibilities described in the job ad. I look forward to hearing from you, and will call you next Monday to ask if we may arrange a time to meet in person.

Thank you for your consideration.

Sincerely,
Tanya White

Tanya White
123 James Street
Sewell, NJ 01234
Phone: 609-123-4567
E-mail: tanya.white@email.com

NOTE: Be sure to remember to attach your resume in the format the employer requested, or if no format is requested, attach it as a PDF file.

Harris School of Business

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