

Resources:

Tufts Career Center

Cover Letter Tips:

<http://careers.tufts.edu/alumni/corres/CoverLetterSamples.pdf>

Dental Career Services

Cover Letters are an important addition to a resume in the job application process. They provide more detailed information about your experience and allow you to explain how you are qualified for the position. In a pool of qualified candidates your cover letter can set you apart.

Format & Structure

Cover letters should be no longer than one page with a font size between 10-12 pt. Since this is a professional correspondence you should include your address, the date, and a formal salutation. It is best to address the letter to the hiring manager. If you aren't able to identify the hiring manager you can use "Dear Hiring Manager or Dear Selection Committee." Cover letters typically take the following structure:

Introduction: Paragraph 1

- Introduce yourself and state the position you are applying for. ("My name is Ima Dentist and I'm applying for the Associate Dentist position that is available at XX Dental.")
- If you were referred to the position explain by who or how. ("Dr. Molar, my Dental Anatomy Professor at Tufts University School of Dental Medicine, notified me of this opportunity and recommended that I apply.")
- Share your reasoning for applying ("I will be graduating from Tufts University School of Dental Medicine with my DMD this May and am seeking an Associate position in a group practice where I can apply the skills I've acquired in dental school while continuing to develop my expertise in a supportive setting where my focus is on patient care.")

Supporting information: Paragraphs 2-3

- Read through the job description to identify the core responsibilities of the position
- Discuss examples from your experience which demonstrate how you are qualified for these duties
- Explain how you will make a positive impact based on your unique qualifications
- Stress your interest in the mission or philosophy of the organization/practice

Closing: Final Paragraph

- Restate your interest in the position and summarize your qualifications. ("In closing, I'd like to reinforce my interest in the Associate Dentist position. I believe my training at Tufts University School of Dental Medicine, including my work in the clinic, at my externship in a community health center, and through my volunteer work at the Sharewood Dental Clinic, makes me a strong candidate for this exciting opportunity.")

Final Tip!

Cover letters serve as a reflection of your communication skills, so it is very important that your letter is well written and error free. Be sure to have an advisor or trusted friend review the letter prior to sending.

Ima Dentist
123 Dentistry Path
Tooth City, MA, 02111

Dr. Jane Doe
123 Dentistry Drive
Tooth Town, MA 01222

Dear Dr. Jane Doe,

My name is Ima Dentist. I saw your post for an Associate on Career Link, but this is not the first time I have heard of Smile Associates. As a Tufts student, I attended several lectures hosted by Dr. Smile himself, and then studied under one of his colleagues, Dr. Denture while completing my GPR at UCSF. Additionally, one of my good friends and former classmates, Dr. Bright White has been working at Smile Associates for some time now and cannot stop raving about her experience there. I recently chose to relocate back to the Boston area and, after investigating my options for where to join as an associate, I feel that Smile Associates is a good fit for me.

Although I am a relatively new dentist, I am confident that my unique blend of experiences makes me an excellent candidate as an associate in a Smile Associates Practice. One of the things I pride myself on most is my attentiveness to the needs of my patients. I find that forming a connection to each patient and listening to discern their goals clearly helps us work together to realize a treatment plan that the patient will see through to completion. At the same time, I pride myself on being efficient in the workplace and I also have developed skills in extractions and restorations on both adults and children. My desire to challenge myself professionally combined with my friendly, enthusiastic, and responsible attitude will allow me to be a great addition to any practice.

I'm hoping to find the right team to work with so that I can grow as a provider while offering the full range of comprehensive dental treatment to people of all age ranges. I have attached my resume for your review. If you would like to discuss my experience and qualifications further please contact me at XXX@XXX or XXX-XXX-XXXX. I appreciate your consideration and look forward to hearing from you!

Best,

Ima Dentist