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To Whom It May Concern:

Your ad seeking a dental assistant to join the “team” immediately grabbed my attention! In the office of Dr. Hamilton Sporborg, D.D.S. in Chatham MA and at Canandaigua Dental Health, teamwork is all I have ever known, the importance of teamwork and stepping in whenever and wherever necessary.

I am practiced with fourhanded instrument transfer in general and surgical dentistry. After completing the dental assistant program and a one-week internship, for over four years, I have become an integral part of Dr. Sporborg’s team and I am passionate about the profession. After moving to NY August 2014 I worked at Canandaigua Dental Health where I continued to grow and learn. Moving to Pittsford Family Dental, I was able to expand my experience. And more recently Specialized Dentistry.

Skillful communication is a most important aspect of the job and with an energetic personality, my ability to multi-task; problem-solve, passionate on the importance of patient interaction that build relationships for a positive dental experience, every visit. No task assigned is ever too much; I respond to challenges as opportunities to learn and further develop my skills and improving the team.

My credentials include extensive knowledge of OSHA and HIPPA regulations as well as ALS and CPR certification. Enclosed is my resume with details of my qualifications.

I look forward to the opportunity to meet and discuss further, why I am your ideal candidate to join the team.

Sincerely,

Emily Ford